

Imaging USA

Gaylord Opryland Convention Center West, Hall C1 and C2
February 1 - 3, 2015

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Need Assistance?

Toll Free: 800.475.2098 | Tel: 702.515.5970 | www.ges.com/chat



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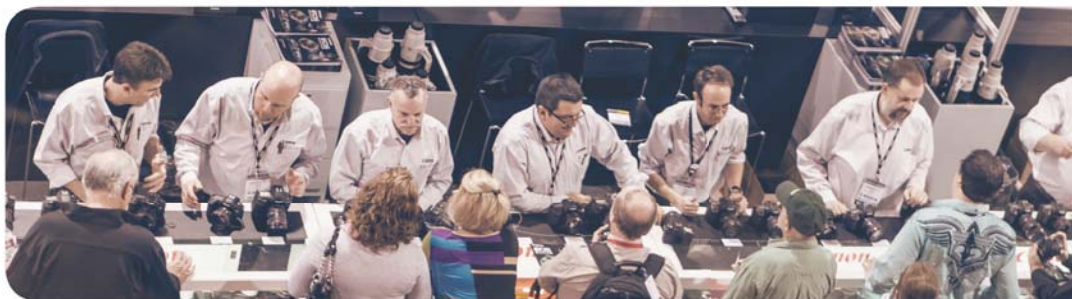
Show Organizer Information and Forms



IMAGINGUSA

February 1-3, 2015 | Nashville, TN

2015 SERVICE MANUAL



WELCOME TO IMAGING USA 2015 & THE IMAGING EXPO!

THIS MANUAL WILL HELP YOU GET WHAT YOU NEED, WHEN YOU NEED IT, WHERE YOU NEED IT.

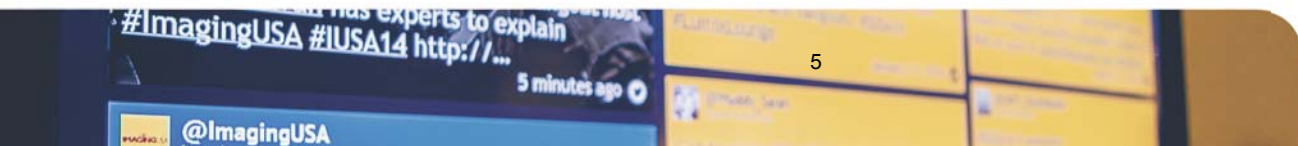
This manual is filled with information from Show Management (PPA's Imaging USA team) and Global Experience Specialists (GES), our official service contractor, along with order forms from other suppliers of services to the Imaging USA Expo. That's why it is very important that you review this document and familiarize yourself with the contents. In addition, GES Online is available 24/7, and you can order all GES services via their secure website: ges.com.

It is also our goal to help you make the most of your time at Imaging USA. So keep an eye out for a separate email regarding online entry for exhibitor badges, submitting product categories for the show guide, and customizing your exhibitor profile for the interactive floor plan.

Thank you again for choosing to exhibit at Imaging USA! Should you have any questions, please contact Bill Ingwersen at [404.522.8600](tel:404.522.8600), ext. 239, or bingwersen@ppa.com. For questions pertaining to GES services, please call 800.475.2098.



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ACCESS TO PROGRAMMING

As an exhibitor, you are allowed up to two (2) complimentary full-convention registrations for your first 10'x10' booth, and one (1) registration for each additional 10'x10' booth that you have purchased. For example, if your company has reserved two 10'x10's, you are entitled to three (3) exhibitor full-convention badges at no charge. Any additional staff may register in the Imaging Expo Only category at no charge. Pre-convention classes or workshops are an additional fee, even with your complimentary registrations. Additional full-convention registrations can be purchased at ImagingUSA.org, or by calling PPA's Service Center at 800.786.6277.

ATTENDEE MAILING ADDRESS LIST AVAILABLE BEFORE & AFTER SHOW

An attendee mailing list will be available to you in the weeks leading up to the show. Contact your sales rep! The post-convention attendee mailing list will be automatically emailed to you shortly after Imaging USA. This complimentary list will include postal addresses for each attendee. If you would like to access the attendee email list instead, you will need to go through a third-party mail house. Mail house fees will apply. Instructions for accessing and utilizing the attendee email list will be provided when the list is released to exhibitors.



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AUDIOVISUAL

Freeman AV is the official audiovisual company at Imaging USA in Nashville. Order forms are under the Additional Services section of this PDF.

BOOTH EQUIPMENT

Standard booth size is 10'x10'. Your booth comes with pipe and drape (to separate you from your neighboring exhibitor), a 7"x44" identification sign, and aisle carpet. Booth drapes are silver/gray. Aisle carpeting is black and silver. All extra services and equipment such as furniture, booth carpet, electricity, labor, etc., must be ordered and paid for by the exhibitor. Forms are enclosed if you want to add booth carpet, furniture, utilities, banners, etc.

BOOTH PAYMENTS

No exhibiting company will be given badges or be allowed to enter the exhibit hall to set up if there is a balance due on their booth space. Please ensure that your company has paid for its booth in full. Acceptable methods of payment are cash, certified or cashier's check, MasterCard, VISA or American Express. No personal or company checks will be accepted on-site.

BOOTH SALES OFFICE

We will be pre-selling booth space on-site at Imaging USA 2015 for the Imaging USA 2016 Expo. Imaging USA 2016 will be held at the Georgia World Congress Center in Atlanta, GA, January 10-12, 2016. Based on a priority point order, each exhibitor will be notified of their specific time and date to choose their space for next year. Look for more information in December 2014!

IMAGING USA 2015 SERVICE MANUAL

Let us answer your questions!

BILL INGWERSEN
Imaging USA Exposition Manager
404.522.8600 ext. 239
bingwersen@ppa.com

GES NATIONAL SERVICE CENTER
800.475.2098
ges.com

DEADLINES

- ☐ October 1, 2014
Final Booth Payment
- ☐ October 6, 2014
Imaging USA Show Guide/
Online Proofing
- ☐ December 29, 2014
Intent to Use Exhibitor
Appointed Contractor (EAC)
- ☐ January 2, 2015 – January 27, 2015
Advance Warehouse
Shipping
- ☐ January 9, 2015
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(for Badge Pre-mailing)
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Form Due

GET MORE RESOURCES!

ImagingUSA.org/Exhibitor-RSC

BUSINESS CENTER

FedEx Office is centrally located next to the Presidential Ballroom in the convention center. For more information see the flyer at the back of this manual, or contact Tracey Kennedy at (615) 391-0381 or by email at tracey.kennedy@fedex.com.

CARPET / FLOORING OF BOOTHS

Please note that all booths must include flooring. The convention center has concrete floors that must be covered. You may bring your own flooring or rent carpet from GES. Order forms can be found under the Additional Services section of this PDF.

CHILDREN IN HALL

Parents/guardians of children under the age of 16 will be required to sign a liability waiver in order for the minor(s) to gain entry to the exhibit hall. Anyone under the age of 16 will also be required to wear a wristband at all times on the Expo floor. Once on-site, please stop by the registration desk located on the lower level of the North Building to fill out the appropriate paperwork.

COMPUTER & OFFICE EQUIPMENT RENTALS

Freeman is the official computer and office equipment provider. Order forms can be found under the Additional Services section of this PDF.



EQUIPMENT / MERCHANDISE REMOVAL FROM EXPO FLOOR

Customers leaving the exhibit hall with merchandise must present to security either an equipment removal pass or a receipt of purchase. Please ensure that anyone planning to leave the exhibit hall with your equipment has one of these documents. Equipment removal passes will be available at the show office and from security on Imaging Expo's opening day, February 1, 2015.

HALL ACCESS

All individuals, whether employed by an exhibitor or in charge of booth, must be registered and wear an official badge for admission to the exhibit hall. Security officers will be stationed at the entrance and exit doors to check badges. If you have a last-minute addition to your team, you can sign them up for a badge at the exhibitor registration desk—a registered person from your booth will need to be present in order to authorize such addition(s).

SPECIAL NOTE: Neither the show management office nor exhibitor registration desk will have complimentary show passes on-site. Please distribute any Expo passes you receive to your customers prior to the show; otherwise, they will need to pay the Expo entrance fee of \$35/each.

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INSTALLATION (MOVE-IN)

Friday, January 30	12 pm – 5 pm
Saturday, January 31	8 am – 5 pm
Sunday, February 1	9:30 am – 11:30 am

NOTE: As long as you have picked up your exhibitor badge before the exhibitor registration desk closes and you are in the hall by that time, you may remain in the hall for setup as late as you wish. Again, you must have a proper badge for admission to the hall.

EXPO HOURS

Sunday, February 1	11:30 am – 5 pm
Monday, February 2	11:30 am – 5 pm
Tuesday, February 3	11:30 am – 3:30 pm



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DISMANTLE (MOVE-OUT)

Tuesday, February 3	3:30 pm – 8 pm
Wednesday, February 4	8 am – 12 pm

All booths must remain intact until the show closes and move-out begins at 3:30 pm on Tuesday, February 3. Crates will not be delivered to your booth prior to that time. If you are wearing your exhibitor badge, you may remain in the hall for move-out as long as you wish on Tuesday— but please keep in mind that the GES desk closes at 8 pm that night. Move-out continues on Wednesday, February 4 at 8 am and must be completed by 12 pm. Bills of lading for outbound shipments must be turned in at the GES service desk no later than 12 pm on February 3. Security will not be available after 12 pm on February 3 or when the hall is empty of product, whichever comes first.

SPECIAL NOTE: In order to expedite the removal of exhibitor materials, GES has the authority to change the exhibitor's designated carriers, without further clearance from the exhibitor, if the exhibitor's carrier does not pick up on time. Where necessary to reroute shipments via car loading companies, trucking charges will be made to exhibitors and GES is relieved of all responsibility for taking such action. Where no disposition is made, materials will be taken to the GES warehouse to await exhibitor's shipping instructions and charged accordingly.

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EXHIBITOR LISTING & PRODUCT DIRECTORY

Your company information will be published in the Imaging USA show guide under the exhibitor listing if you book your booth by **October 6**. The following information will automatically appear:

Company Name	Telephone
Booth Number	Email
City, State	Website

Update your Imaging USA Exhibitor profile by October 6 (using the user ID and password emailed to you), choose your product categories, and you will also appear in the show guide's product directory section. If you book after October 6, your company contact information will be in an addendum to the show guide; however, it will not contain the product categories. The 50-word company description will be online only (if you add it to your online profile) and will appear in real time. If you exhibited at Imaging USA in 2014, the information you provided may be carried over to the 2015 show. Please review your information to be sure it is accurate.

EXHIBITOR APPRECIATION RECEPTION

Monday, February 2 5:00 pm – 6:00 pm

We want to thank you, the exhibitors, for making the Imaging Expo a success year after year. Please join us for an Exhibitor Appreciation Reception on Sunday (directly following Expo hours). This will be a good opportunity to ask our staff questions, offer suggestions or voice concerns. There is no speaker at the reception. Please wear your exhibitor badge for admission.

EXHIBITOR LOUNGE

An exhibitor lounge will be available inside the exhibit hall during the following hours:

Sunday, February 1	10 am – 4:30 pm
Monday, February 2	10 am – 4:30 pm
Tuesday, February 3	10 am – 2:30 pm

Feel free to stop in and catch your breath! Some refreshments will be available. The lounge will be open only to exhibitors, so it's the perfect place to relax.

EXHIBITOR MARKETING

Exhibitors or exhibitor representatives must conduct all marketing and promotional activity within their contracted exhibit space. Placement of signs, promotional materials, or canvassing in any part of the convention center outside of your booth is prohibited.

EXHIBITOR REGISTRATION / BADGE PICKUP

Avoid waiting in registration lines by completing the online badge registration by January 9. If you have not received the email requesting you to log on to the PPA Exhibitor Badge site, please contact Bill Ingwersen. Additional full-access convention registrations can be purchased at ImagingUSA.org, or by calling PPA's customer service team at 800-786-6277.

If you pre-register, your badges will be mailed to you along with your confirmation. When you arrive at the exhibit hall, simply pick up your lanyard at the registration desk, and you are on your way.

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The Exhibitor registration desk will be open the following hours:

Friday, January 30	12 pm – 5 pm
Saturday, January 31	8 am – 5 pm
Sunday, February 1	8 am – 5 pm
Monday, February 2	8 am – 5 pm
Tuesday, February 3	8 am – 2 pm



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FOOD & BEVERAGE

Gaylord Opryland Catering is the sole provider of food and beverages at Gaylord Opryland. No one is allowed to bring food or beverages onto the premises to be sold, given away or used without the consent of Gaylord Opryland.

For information on distributing food and beverages within the convention center, contact Lindsay Jerndt at 615-458-1370.

HOTEL RESERVATIONS

Please check ImagingUSA.org/Hotel for information on discounted hotel rooms within the Nashville area. If you're booking 10 or more rooms, be sure to take advantage of Opryland's group housing manager Lisa Hejazi at 615-458-2555. She'll be able to personally help you manage your staff rooms and reservations. Hotel space is still available, but it's going fast!

INSURANCE CLAIMS

All exhibitors must secure their own insurance in the case of exhibit damage, personal injury, fire, theft, etc. PPA and Imaging USA assume NO responsibility whatsoever pursuant to such insurance claims.

LEAD RETRIEVAL

Badge scanning devices, called lead retrieval, are available through Convention Data Services' X-Press Leads. Order forms are under the Additional Services section of this PDF. For questions please contact CDS at 800-746-9734 or email nhutchison@cdsreg.com.

LOAN / REMOVAL OF EQUIPMENT FROM EXPO FLOOR

We appreciate the fact that many exhibitors assist PPA by loaning equipment for use at convention programs. To ensure that equipment is returned to you in a timely

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fashion, please be advised of the following procedure: Only PPA convention staff (wearing staff ribbons), are authorized to remove equipment from the Expo floor for use in the program rooms. In this case, staff will provide you with a "Property Removal Form," which should be signed by you upon equipment removal and return. Upon your request, a copy of the signed form will be provided to you.

If your equipment is not returned in a timely matter, please see Bill Ingwersen, as soon as possible!

NOTE: If your company (or booth personnel) does not follow the above procedure and lends equipment to a program speaker directly, the speaker will be responsible for the safe return of said equipment. PPA and Imaging USA will not be responsible for it in any way.

MATERIAL HANDLING

ADVANCE SHIPPING:

Pay close attention to the Shipping Instructions and Material Handling Order Form in the GES section of this manual. Exhibitors are strongly urged to ship all freight to the advance warehouse on or between January 2 and January 27. Shipments received in the advance warehouse are generally less expensive to deliver to your booth. Shipments received at the advance warehouse after January 27 will be subject to late fees.

Please use the following address and label format when shipping to the warehouse:

To: Imaging USA
(Your Company Name & Booth Number)
GES c/o UPS Freight
45 Teledyne PL
LaVergne, TN 37086

SHIPPING TO SHOW SITE:

GES CANNOT accept show-site freight prior to noon on Thursday, January 29, 2015.

When shipping directly to the show site on or between January 29, 2015 and January 31, 2015, use the following address and label format:

To: Imaging USA
c/o GES
(Your Company Name & Booth Number)
Gaylord Opryland Convention Center East, Hall C1 & C2
2815 Opryland Drive
Nashville, TN 37214

NOTE: Exhibit personnel in charge of setting up your booth should be aware of how and when all freight was shipped, tracking/pro numbers and the carrier. This information is extremely important when trying to locate missing freight. Tracking numbers will be the best/most timely way to locate shipments that have not been delivered to your booth. Any freight accepted during show hours will not be delivered until after the show closes for the day.

MUSIC LICENSE

Exhibitors who intend to use copyrighted music in their booth during Expo hours must obtain a music license. For more information, contact Bill Ingwersen at bingwersen@ppa.com.

OFFICIAL SERVICE CONTRACTOR

GES is the official service contractor for Imaging USA. GES must perform all on-site material handling and rigging.

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ORDER FORMS FOR GES

In order to properly service the exhibition, GES must receive your orders by January 9 for you to receive the early order discount (unless indicated otherwise on the form). All order forms are in this manual.



PROMOTE IMAGING USA TO YOUR CUSTOMERS

Encourage users and prospective buyers of your products to attend Imaging USA and visit your booth! Take advantage of several promotional items available at no charge, including complimentary Expo passes, Imaging USA 2015 logo and web buttons, a press release about your participation at Imaging USA and more at ImagingUSA.org/Exhibitor-RSC.

SALES TAXES

If you are selling products on the show floor, the state of Tennessee requires that you register for a tax license. Find more information on filing here: tn.gov/revenue.

SECURITY

Each exhibitor is responsible for safeguarding one's own goods, materials, equipment, and exhibit at all times. Show Management provides a 24-hour security guard service for the perimeter of the exhibit hall; however, neither Show management, the contracted security service, nor their corporate entities will be responsible for loss of or damage to any property.

SELLING PRODUCTS OR SERVICES

Show management does allow exhibitors to sell products and services on the show floor. Exhibitors that sell taxable goods or services on-site are responsible for registering as a dealer with the Tennessee Department of Revenue. Find more information on filing here: tn.gov/revenue.

SHOW GUIDE LISTINGS

To ensure your contact information and product categories are accurate for our printing in the Imaging USA show guide, please log in and proof your information. Details on how to log in to your online profile will be coming soon. You will have until October 6, 2014 to proof your information by email.

SHOW LOCATION

Imaging USA 2015 will be held at the Gaylord Opryland Resort & Convention Center, 2800 Opryland Drive, Nashville, TN 37214. Phone: 615-889-1000.

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SPECIAL EVENTS

All special events are free of charge to exhibitors with full-convention badges. If exhibitors with "Expo Only" badges wish to attend these events, there's a \$40 charge per event. Tickets will only be sold on-site at registration and directly outside the party venues.

- **SUNDAY, FEBRUARY 1**
Imaging USA Opening Night Party
5:30 pm – 10 pm
- **TUESDAY, FEBRUARY 2**
PPA's Award & Degree Ceremony (complimentary)
7 pm – 8 pm
- **TUESDAY, FEBRUARY 3**
Imaging USA closing night party
8 pm – 11 pm



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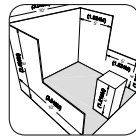
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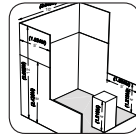
Guidelines for Display Rules & Regulations 2011 Update



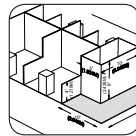
Contents



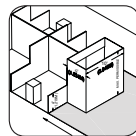
Linear Booth and Corner Booth 4



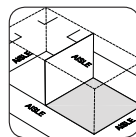
Perimeter Booth 5



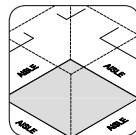
End-cap Booth 6



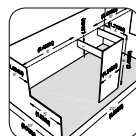
Peninsula Booth 7



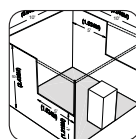
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This edition of IAEE's Guidelines for Display Rules and Regulations is made possible by a generous grant from **F R E E M A N**

© 2011 IAEE. No cost to members in good standing for including these guidelines in exhibitor service kits and/or in their event's rules and regulations at www.tradeshowstore.com – non member rates apply.

Guidelines for Display Rules and Regulations 2011 Update

The following *Guidelines for Display Rules and Regulations* have been established by the International Association of Exhibitions and Events™ (IAEE). *Guidelines for Display Rules and Regulations* are created to promote continuity and consistency among North American exhibitions. They are the model for most domestic exhibitions. It is recommended that exhibition organizers include a copy in the Exhibition Prospectus and/or Exhibitor Rules and Regulations.

This revised 2011 edition of IAEE's *Guidelines for Display Rules and Regulations* is offered as a resource for exhibition and event organizers to use in creating consistent and fair exhibiting standards for their events. These *Guidelines* afford exhibitors a maximum return on their exhibit investments. Compliance with fire, safety, Americans with Disabilities Act (ADA), and other state, federal or provincial government requirements has also been addressed. However, always check with a local exhibition service contractor and the facility for local regulations.

It is IAEE's goal that the display rules and regulations, ultimately developed by each exhibition and event organizer, shall provide exhibitors with all the information necessary to properly design and build exhibits, as well as plan their booth's layout and content. Show organizers should present the professional standards expected of exhibitors. Finally, they should assure all exhibitors, regardless of exhibit size or location, an environment conducive to successful interaction with their audiences.

IAEE is a global association that serves as the foremost authority on exhibition management and operations.

For display rules and regulations specific to an exhibition or event,
consult the exhibition or event organizer.

Linear Booth

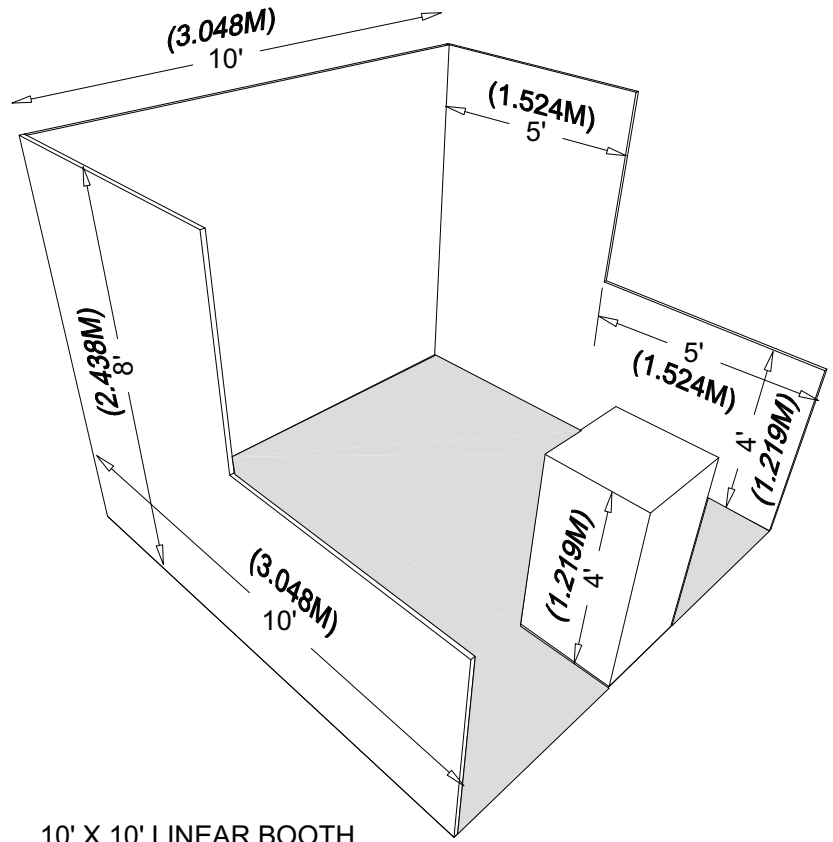
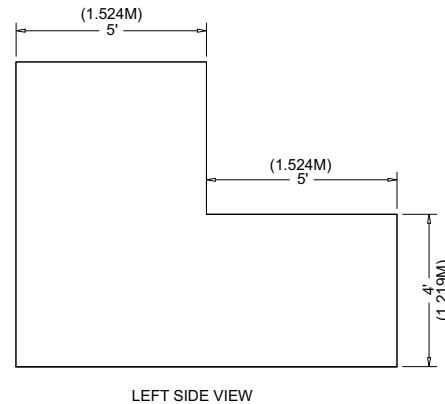
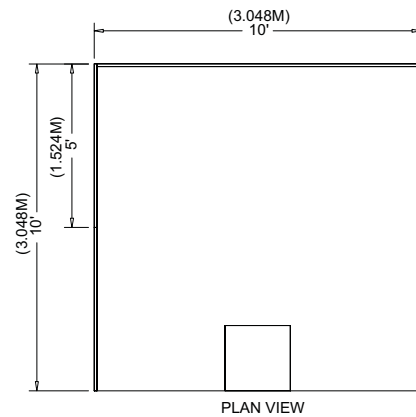
Linear Booths, also called “in-line” booths, are generally arranged in a straight line and have neighboring exhibitors on their immediate right and left, leaving only one side exposed to the aisle.

Dimensions

For purposes of consistency and ease of layout and/or reconfiguration, floor plan design in increments of 10ft (3.05m) has become the de facto standard in the United States. Therefore, unless constricted by space or other limitations, Linear Booths are most commonly 10ft (3.05m) wide and 10ft (3.05m) deep, i.e. 10ft by 10ft (3.05m by 3.05m). A maximum back wall height limitation of 8ft (2.44m) is generally specified.

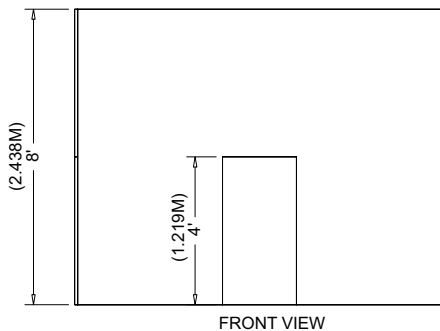
Use of Space

Regardless of the number of Linear Booths utilized, e.g. 10ft by 20ft (3.05m by 6.10m), 10ft by 30ft (3.05m by 9.14m), 10ft by 40ft (3.05m by 12.19m), etc. display materials should be arranged in such a manner so as not to obstruct sight lines of neighboring exhibitors. The maximum height of 8ft (2.44m) is allowed only in the rear half of the booth space, with a 4ft (1.22m) height restriction imposed on all materials in the remaining space forward to the aisle. (See Line-of-Sight exception on page 8.) Note: When three or more Linear Booths are used in combination as a single exhibit space, the 4ft (1.22m) height limitation is applied only to that portion of exhibit space which is within 10ft (3.05m) of an adjoining booth.



Corner Booth

A Corner Booth is a Linear Booth at the end of a series of in-line booths with exposure to intersecting aisles on two sides. All other guidelines for Linear Booths apply.

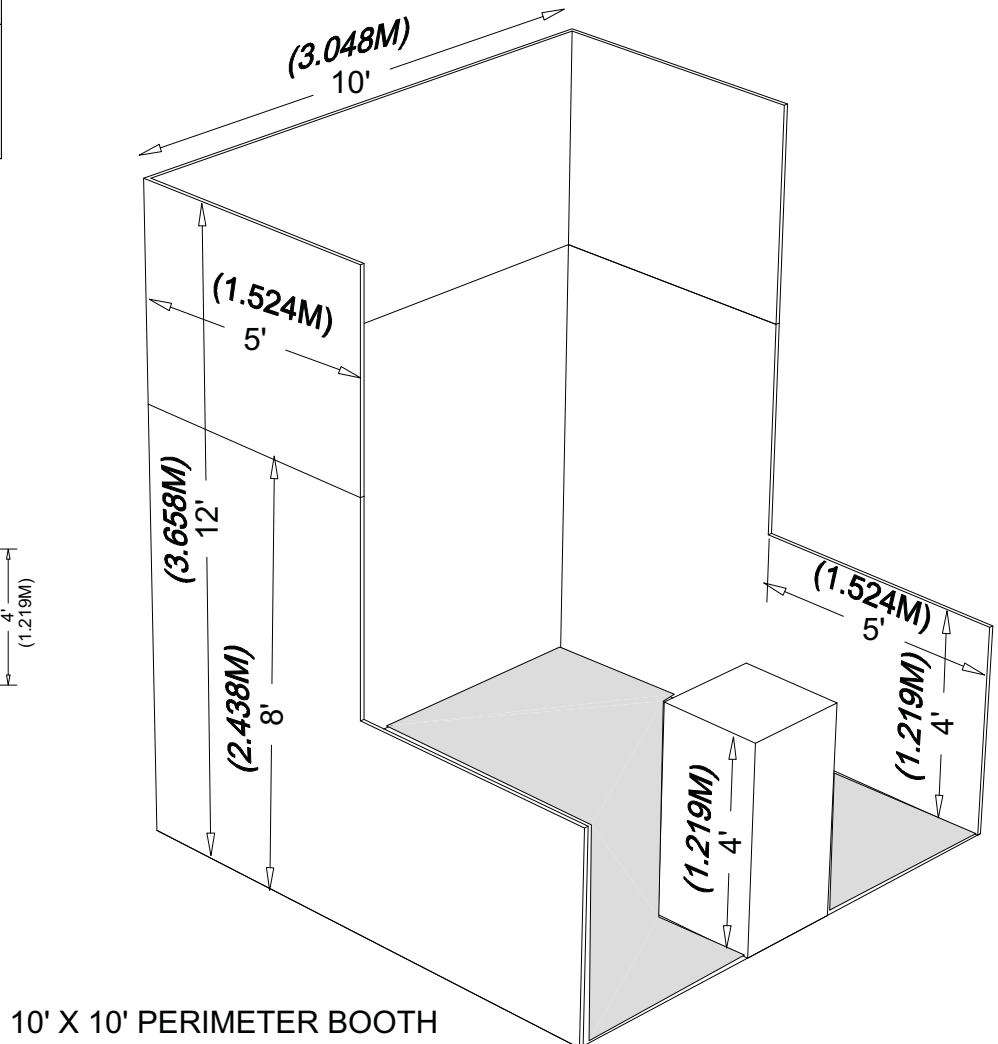
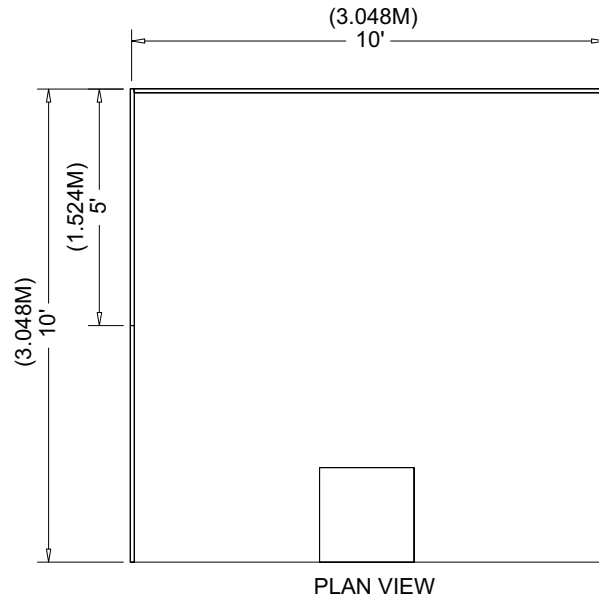
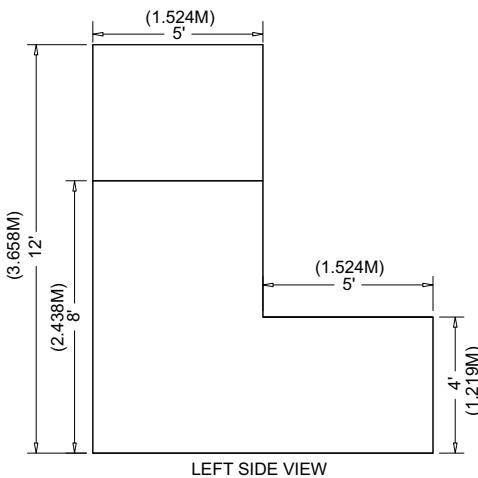
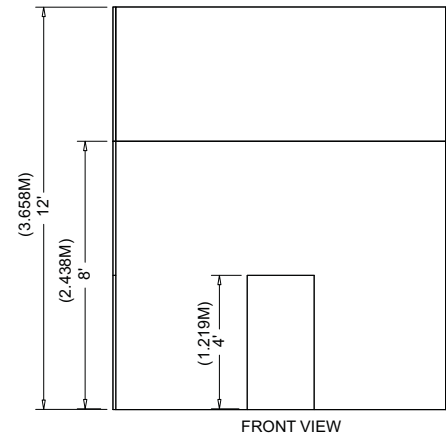


Perimeter Booth

A Perimeter Booth is a Linear Booth that backs to an outside wall of the exhibit facility rather than to another exhibit.

Dimensions and Use of Space

All guidelines for Linear Booths apply to Perimeter Booths except that the typical maximum back wall height is 12ft (3.66m).

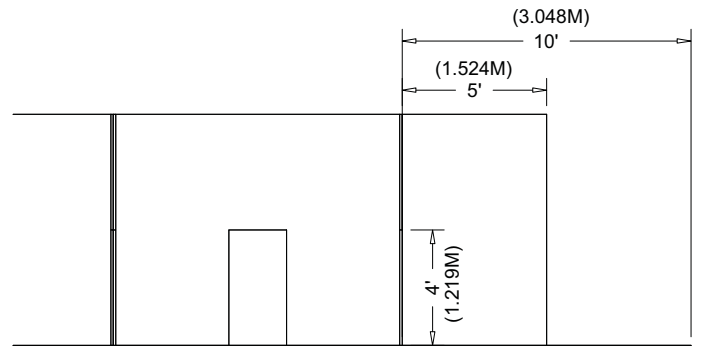


End-cap Booth

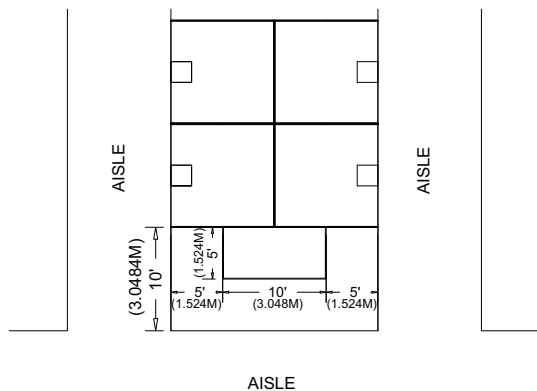
An End-cap Booth is exposed to aisles on three sides and comprised of two booths.

Dimensions

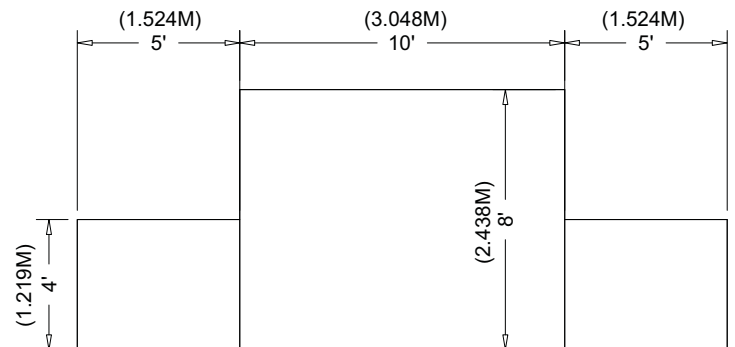
End-cap Booths are generally 10ft (3.05m) deep by 20ft (6.10m) wide. The maximum back wall height of 8ft (2.44m) is allowed only in the rear half of the booth space and within 5ft (1.52m) of the two side aisles, with a 4ft (1.22m) height restriction imposed on all materials in the remaining space forward to the aisle.



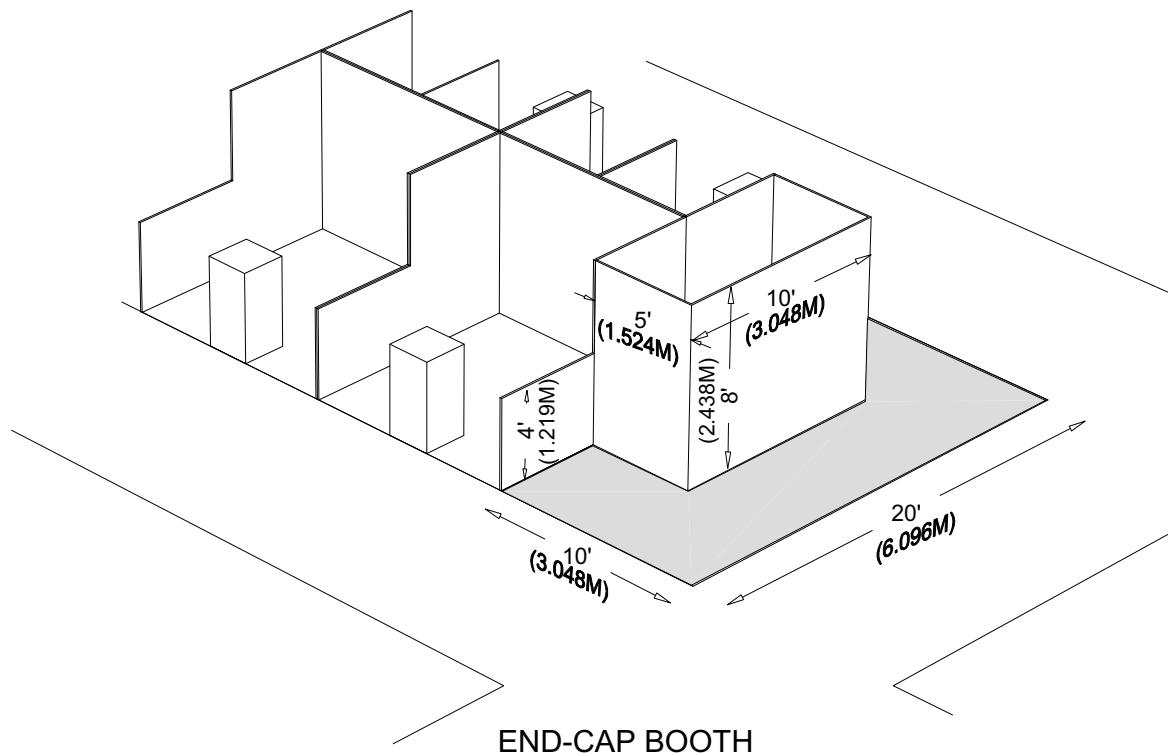
LEFT SIDE VIEW



PLAN VIEW



FRONT VIEW



END-CAP BOOTH

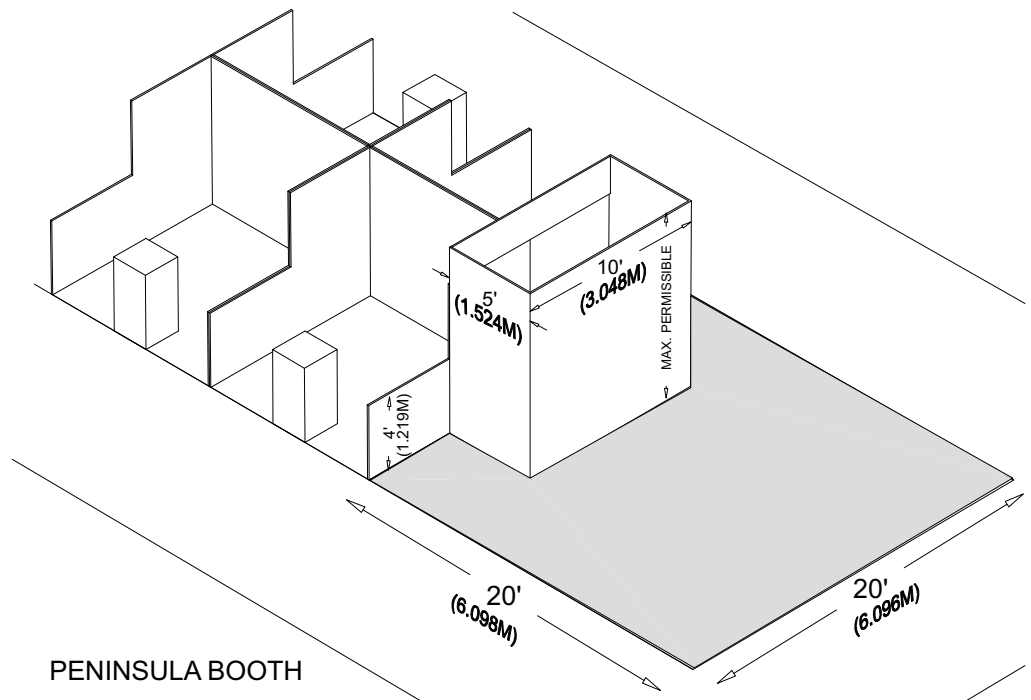
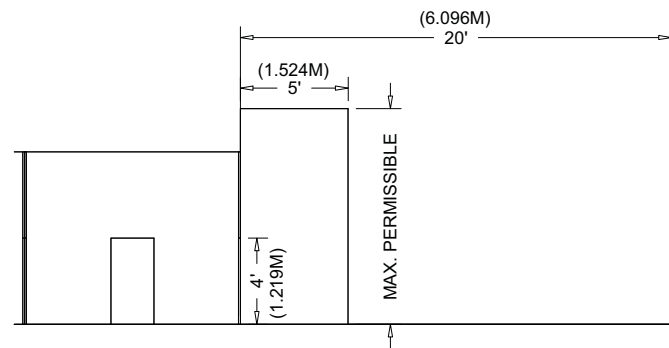
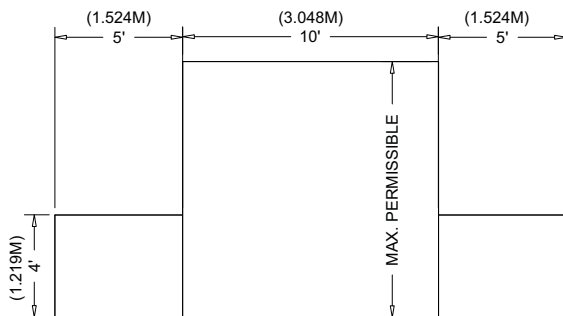
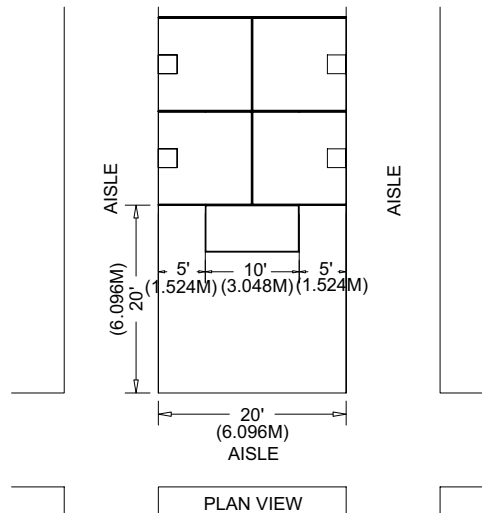
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Peninsula Booth

A Peninsula Booth is exposed to aisles on three sides, and comprised of a minimum of four booths. There are two types of Peninsula Booths: (a) one which backs to Linear Booths, and (b) one which backs to another Peninsula Booth and is referred to as a “Split Island Booth.”

Dimensions

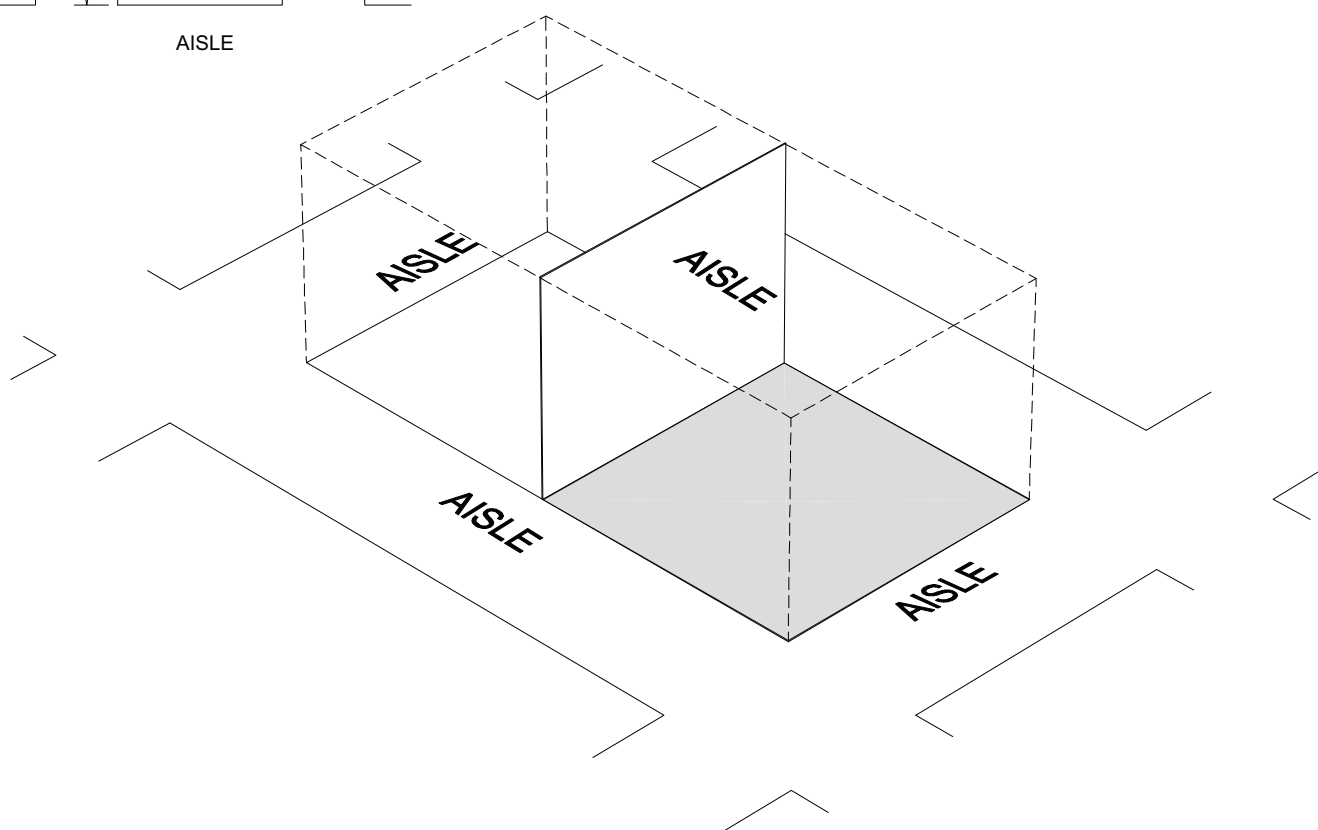
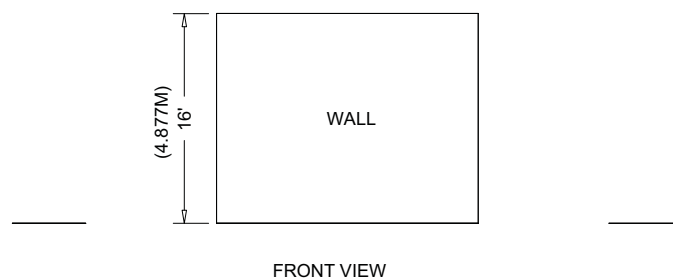
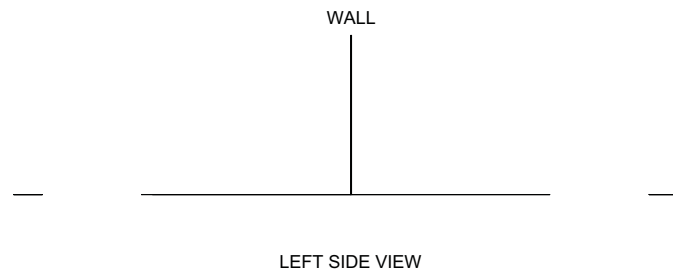
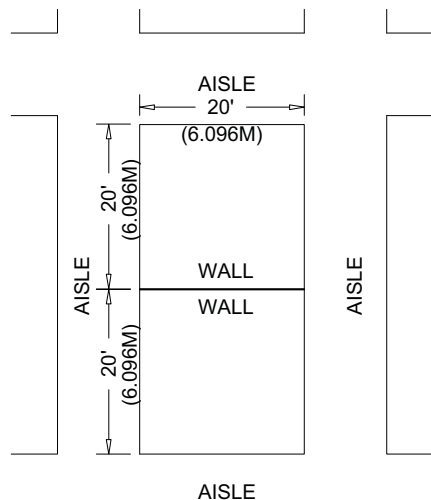
A Peninsula Booth is usually 20ft by 20ft (6.10m by 6.10m) or larger. When a Peninsula Booth backs up to two Linear Booths, the back wall is restricted to 4ft (1.22m) high within 5ft (1.52m) of each aisle, permitting adequate line of sight for the adjoining Linear Booths. (See Line-of-Sight exception on page 8.) A typical maximum height range allowance is 16ft to 20ft (4.88m to 6.10m), including signage for the center portion of the back wall. Double-sided signs, logos and graphics shall be set back ten feet (10') (3.05m) from adjacent booths.



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Split Island Booth

A Split Island Booth is a Peninsula Booth which shares a common back wall with another Peninsula Booth. The entire cubic content of this booth may be used, up to the maximum allowable height, without any back wall Line-of-Sight restrictions. A typical maximum height range allowance is 16ft to 20ft (4.88m to 6.10m), including signage. The entire cubic content of the space may be used up to the maximum allowable height. Double-sided signs, logos and graphics shall be set back ten feet (10') (3.05m) from adjacent booths.



SPLIT ISLAND BOOTH

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Island Booth

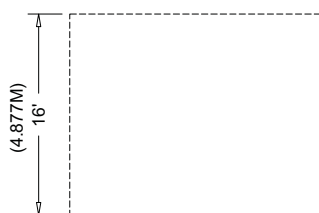
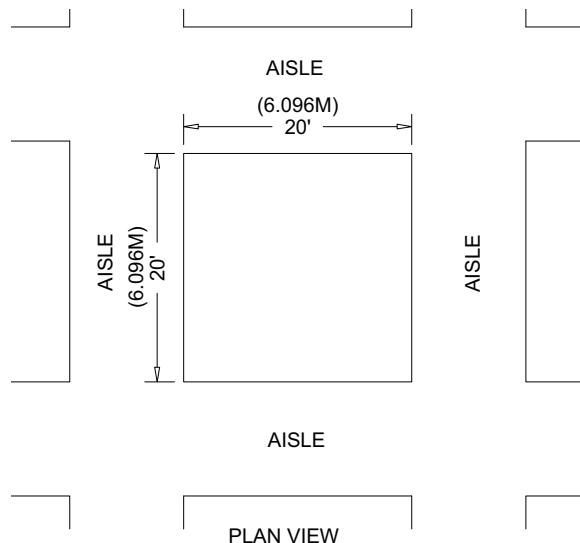
An Island Booth is any size booth exposed to aisles on all four sides.

Dimensions

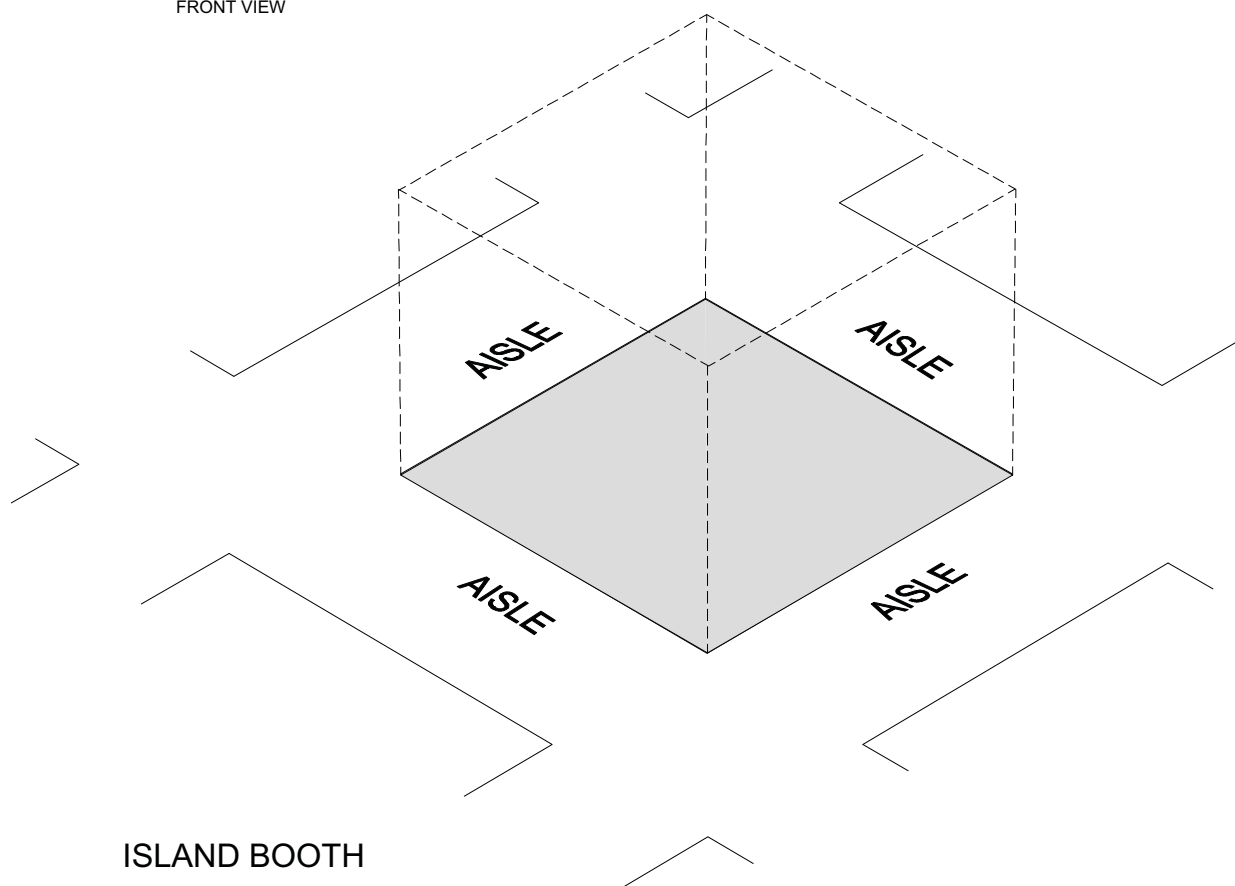
An Island Booth is typically 20ft by 20ft (6.10m by 6.10m) or larger, although it may be configured differently.

Use of Space

The entire cubic content of the space may be used up to the maximum allowable height, which is usually a range of 16ft to 20ft (4.88m to 6.10m), including signage.



FRONT VIEW



ISLAND BOOTH

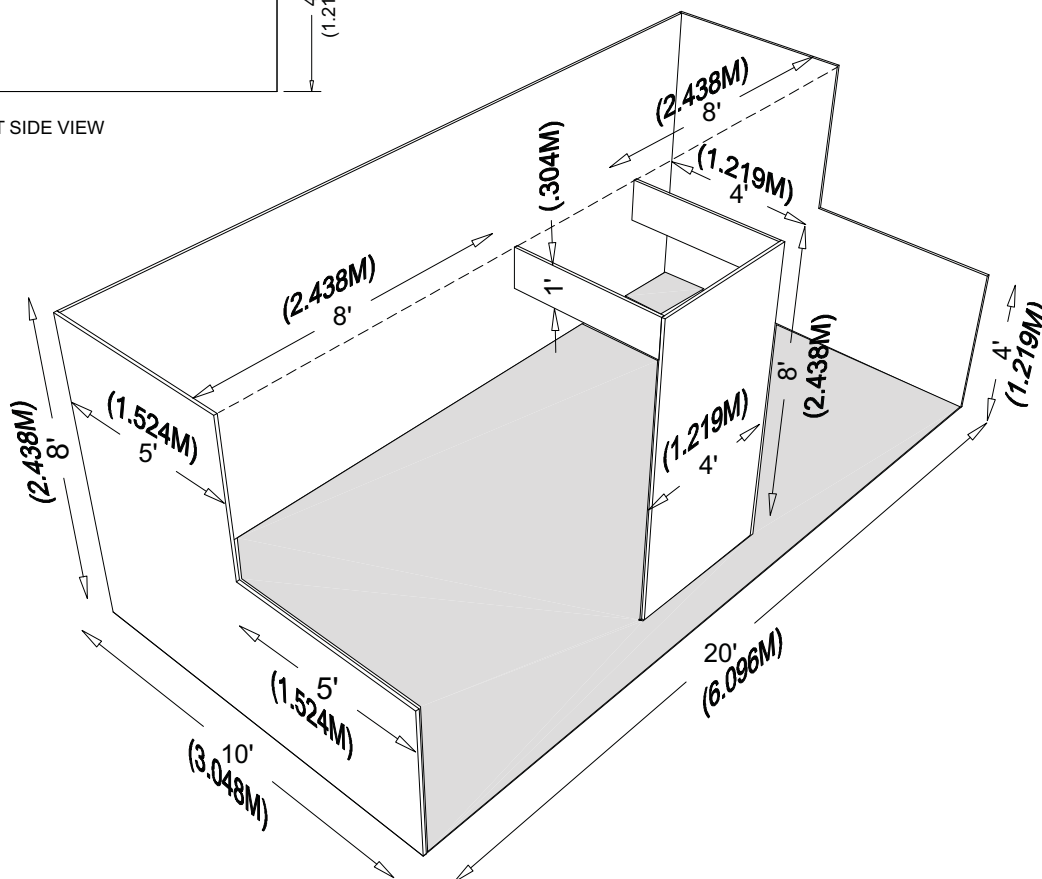
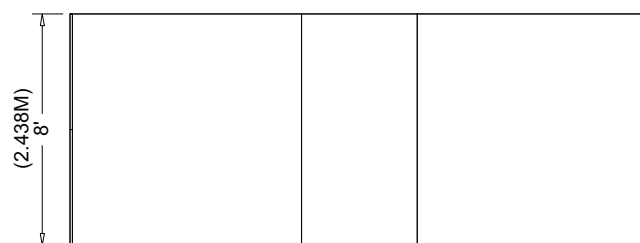
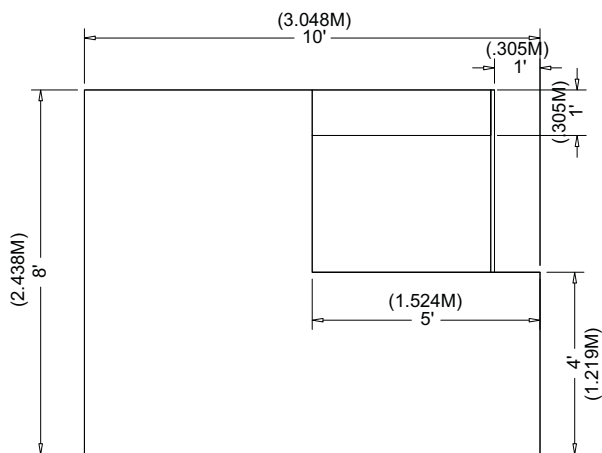
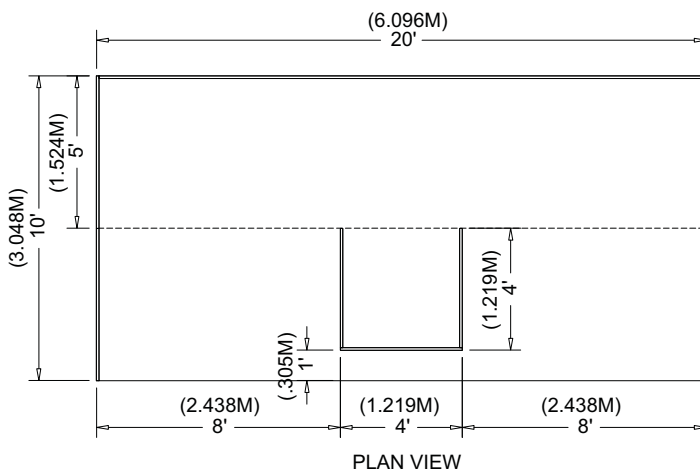
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Extended Header Booth 20ft (6.10m) or Longer

An Extended Header Booth is a Linear Booth 20ft (6.10m) or longer with a center extended header.

Dimensions and Use of Space

All guidelines for Linear Booths apply to Extended Header Booths, except that the center extended header has a maximum height of 8ft (2.44m), a maximum width of 20 percent of the length of the booth, and a maximum depth of 9ft (2.7m) from the back wall.



10' X 20' EXTENDED HEADER BOOTH

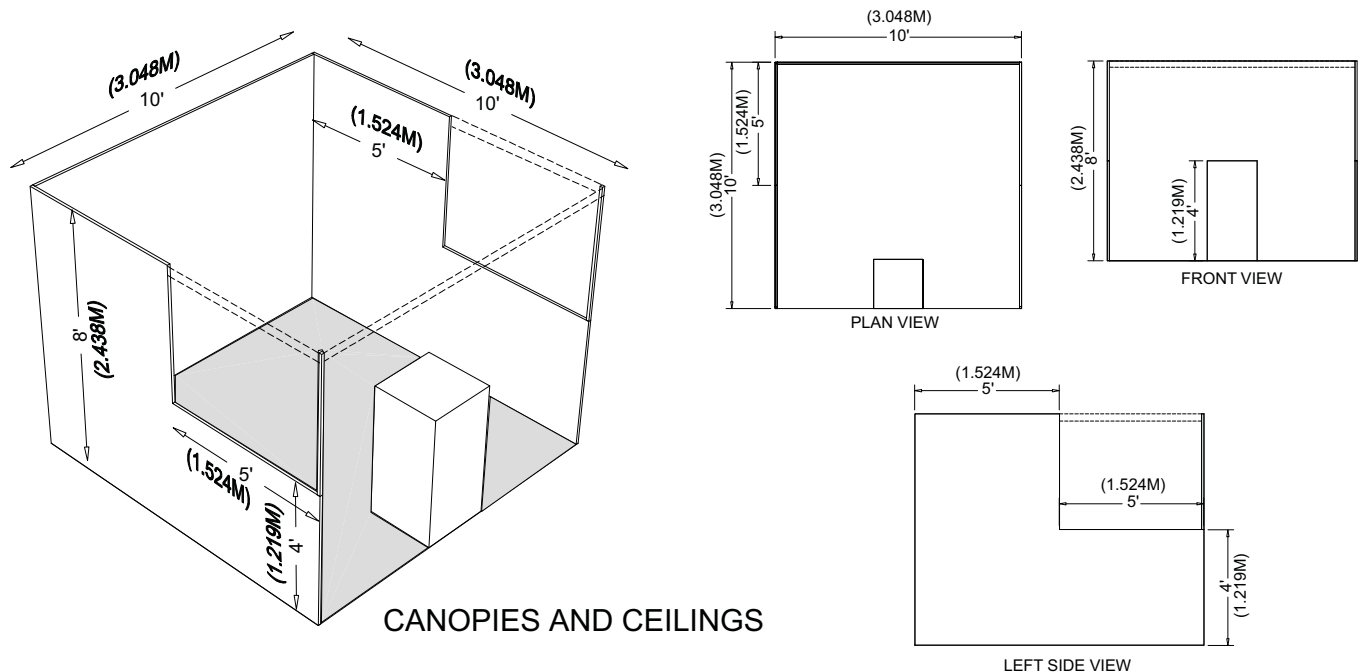
This edition of IAEE's Guidelines for Display Rules and Regulations is made possible by a generous grant from **F R E E M A N**

Other Important Considerations

Canopies and Ceilings

Canopies, including ceilings, umbrellas and canopy frames, can be either decorative or functional (such as to shade computer monitors from ambient light or to allow for hanging products). Canopies for Linear or Perimeter Booths should comply with Line-of-Sight requirements. (See “Use of Space” for Linear or Perimeter Booths).

The bottom of the canopy should not be lower than 7ft (2.13m) from the floor within 5ft (1.52m) of any aisle. Canopy supports should be no wider than three inches 3in (.08m). This applies to any booth configuration that has a sight line restriction, such as a Linear Booth. Fire and safety regulations in many facilities strictly govern the use of canopies, ceilings, and other similar coverings. Check with the appropriate local agencies prior to determining specific exhibition rules.



Hanging Signs & Graphics

Most exhibition rules allow for hanging signs and graphics in all standard Peninsula and Island Booths, usually to a maximum height range of 16ft to 20ft (4.88m to 6.10m) from the top of the sign. End-cap Booths do not qualify for hanging signs and graphics. The distance is measured from the floor to the top of the sign. Whether suspended from above, or supported from below, they should comply with all ordinary use-of-space requirements. For example, the highest point of any sign should not exceed the maximum allowable height for the booth type.

Hanging Signs and Graphics should be set back 10ft (3.05m) from adjacent booths and be directly over contracted space only.

Approval for the use of Hanging Signs and Graphics, at any height, should be received from the exhibition organizer at least 60 days prior to installation. Variances may be issued at the exhibition management's discretion. Drawings should be available for inspection.

Towers

A Tower is a free-standing exhibit component separate from the main exhibit fixture. The height restriction is the same as that which applies to the appropriate exhibit space configuration being used.

Towers in excess of 8ft (2.44m) should have drawings available for inspection. Fire and safety regulations in many facilities strictly govern the use of towers. A building permit or safety lines may be required.

Multi-story Exhibit

A Multi-story Exhibit is a booth where the display fixture includes two or more levels. In many cities, a Multi-storied Exhibit requires prior approval by the exhibit facility, and/or relevant local government agency, as well as show management because it is deemed to be a “structure” for building purposes. The city building department generally needs to issue a building permit based on an application and drawings prepared and submitted by a licensed architect or engineer. Exhibitors should obtain local building regulations early on to ensure that all time constraints are met. Exhibition organizers should be prepared to assist exhibitors in this application process.

Issues Common To All Booth Types

Americans with Disabilities Act (ADA)

All exhibiting companies are required to be in compliance with the Americans with Disabilities Act (ADA), and are encouraged to be sensitive, and as reasonably accommodating as possible, to attendees with disabilities. Information regarding ADA compliance is available from the U.S. Department of Justice ADA Information Line, (800) 514-0301, and from the ADA Web site at www.usdoj.gov/crt/ada/adahom1.htm.

Structural Integrity

All exhibit displays should be designed and erected in a manner that will withstand normal contact or vibration caused by neighboring exhibitors, hall laborers, or installation/dismantling equipment, such as fork lifts. Displays should also be able to withstand moderate wind effects that may occur in the exhibit hall when freight doors are open. Refer to local building codes that regulate temporary structures.

It is recommended that all 20ft by 20ft (6.10m by 6.10m) and over exhibits require a drawing, plans or renderings, preferably digital, to be submitted to the show organizer.

Exhibitors should ensure that any display fixtures such as tables, racks, or shelves are designed and installed properly to support the product or marketing materials to be displayed.

Flammable and Toxic Materials

All materials used in display construction or decorating should be made of fire retardant materials and be certified as flame retardant. Samples should also be available for testing. Materials that cannot be treated to meet the requirements should not be used. A flame-proofing certificate should be available for inspection. Exhibitors should be aware of local regulations regarding fire/safety and environment which must be adhered to.

Exhibitors should dispose of any waste products they generate during the exhibition in accordance with guidelines established by the Environmental Protection Agency and the facility.

Electrical

Every exhibit facility has different electrical requirements. However, minimum guidelines are suggested:

- All 110-volt wiring should be grounded three-wire.
- Wiring that touches the floor should be “SO” cord (minimum 14-gauge/three-wire) flat cord, which is insulated to qualify for “extra hard usage.”
- Cord wiring above floor level can be “SJ” which is rated for “hard usage.”
- Using zip cords, two-wire cords, latex cords, plastic cord, lamp cord, open clip sockets, and two-wire clamp-on fixtures is not recommended and is often prohibited. Cube taps should be prohibited.
- Power strips (multi-plug connectors) should be UL approved, with built-in over-load protectors.

(continued on next page)

Issues Common To All Booth Types *(continued)*

Lighting

Exhibitors should adhere to the following suggested minimum guidelines when determining booth lighting:

- No lighting, fixtures, lighting trusses, or overhead lighting are allowed outside the boundaries of the exhibit space. Exhibitors intending to use hanging light systems should submit drawings to exhibition management for approval.
- Lighting, including gobos, should be directed to the inner confines of the booth space. Lighting should not project onto other exhibits or exhibition aisles.
- Lighting which is potentially harmful, such as lasers or ultraviolet lighting, should comply with facility rules and be approved in writing by exhibition management.
- Lighting that spins, rotates, pulsates, and other specialized lighting effects should be in good taste and not interfere with neighboring exhibitors or otherwise detract from the general atmosphere of the event.
- Currently, some convention facilities are not allowing quartz halogen lighting fixtures in exhibits due to potential fire hazards. Check with exhibition management.
- Reduced lighting for theater areas should be approved by the exhibition organizer, the utility provider, and the exhibit facility.

Storage

Fire regulations in most exhibit facilities prohibit storing product, literature, empty packing containers, or packing materials behind back drapes or under draped tables. In most cases, however, exhibitors may store a limited supply of literature or product appropriately within the booth area, so long as these items do not impede access to utility services, create a safety problem, or look unsightly.

Demonstrations

As a matter of safety and courtesy to others, exhibitors should conduct sales presentations and product demonstrations in a manner which assures all exhibitor personnel and attendees are within the contracted exhibit space and not encroaching on the aisle or neighboring exhibits. It is the responsibility of each exhibitor to arrange displays, product presentation, audio visual presentations, and demonstration areas to ensure compliance. Exhibitors should be aware of local regulations regarding fire/safety and environment which must be adhered to.

Special caution should be taken when demonstrating machinery or equipment that has moving parts, cooking equipment with an open flame, or any product that is otherwise potentially dangerous. Exhibitors should establish a minimum setback of 3ft (.91m) and/or install hazard barriers as necessary to prevent accidental injury to spectators. Additionally, demonstrations should only be conducted by qualified personnel.

Sound/Music

In general, exhibitors may use sound equipment in their booths so long as the noise level does not disrupt the activities of neighboring exhibitors. Speakers and other sound devices should be positioned so as to direct sound into the booth rather than into the aisle. Rule of thumb: Sound and noise should not exceed 85 decibels when measured from the aisle immediately in front of a booth. (Refer to OSHA at www.osha.gov for more information.)

Exhibitors should be aware that music played in their booths, whether live or recorded, may be subject to laws governing the use of copyrighted compositions. ASCAP, BMI, and SESAC are three authorized licensing organizations that collect copyright fees on behalf of composers and publishers of music.

Advisory Notes To Exhibition Organizers

End-cap Booths: End-cap Booths cause more problems between exhibitors than any other type of booth, because most exhibitors fail to observe back wall height restrictions. Exhibition managers should be alert to exhibitors reserving End-cap configurations to ensure they do not violate Linear Booth Line-of-Sight regulations for neighboring exhibits.

Fire Equipment: Fire hoses, extinguishers, and audible or visual devices for fire alarms should be visible and accessible at all times.

Hanging Signs: Although the *Guidelines* indicate 16ft to 20ft (4.88m to 6.10m) as a maximum height range from the top of the sign, some exhibitions permit other heights, or have no height limit. Caution should be exercised so exhibitors will not compete over air space for hanging signs. Most show organizers limit the height of signs.

Exhibitors should be advised to install “hanging points” at the time of manufacture of the sign or display. It is also advisable to have hanging signs labeled and cased separately so that they can be easily identified on site as they usually must be installed before other exhibit construction can begin.

Hardwall Booths: Exhibitions that provide Hardwall Booths should specify if these structures can be used for display and attaching products.

Full Cubic Content in Linear Space: It is the responsibility of the exhibition organizer to establish rules to best achieve the goals for their exhibition based on the nature of their exhibition and industry sector it serves.

Cubic Content Definition: Using the perimeter lines of a booth as a guide, the exhibitor may install a booth up to these lines and utilize all the volume of space within these lines up to the maximum height permitted by the show rules as determined by the show organizer.

It is the choice of the exhibition organizer to allow use of full cubic content in linear exhibit space or to observe the line-of-sight set-back rule. It is common at certain types of exhibitions to eliminate the line-of-sight requirement for Linear, End-Cap, and Peninsula Booths that back up to Linear Booths. This permits exhibitors to utilize the full cubic content of the booth.

Organizers that permit use of cubic content in linear booths do so for one or all of these reasons:

- Cubic content is more conducive to certain types of product displays or experiences.
- Cubic Content maximizes the exhibit space and investment.
- International exhibitions generally utilize Cubic Content making the show friendlier to international exhibitors.
- Cubic Content reduces the need to police exhibits to enforce setback rules.

Use of Cubic Content may create situations where the organizer must address exhibits that have unfinished walls. A determination must be made as to responsibility for finishing these areas.

It is prudent for the exhibition organizer considering cubic content to examine the concerns, advantages and disadvantages prior to putting cubic content guidelines into practice. It is often wise to consult with the exhibition's Exhibits Advisory Board or perhaps conduct a focus group of the exhibition's exhibitors to determine their interest and gain their feedback and support for the concept. Exhibition organizers must be proactive in communicating with exhibitors and understanding the effect it will have on the exhibition.

Advisory Notes To Exhibition Organizers *(continued)*

Perimeter Openings: Large peninsulas and islands with long high walls can create a “tunnel-like” effect. Exhibitors may be required to install a minimum 6ft (1.83m) opening every 30ft (9.14m).

Pipe and Drape: These are commonly used at exhibitions to define exhibit space. Exhibition organizers often include in their rules and regulations that this equipment is not intended as a display fixture. Therefore, product and signs should not be attached or affixed. Measurements of booths must allow for size of pipe on sides and back.

Product Height: Some exhibitors have products that exceed display height restrictions. Exhibition organizers should establish guidelines for displaying such products. For example, some exhibitions require that these exhibitors reserve only perimeter space. Products exceeding height restrictions for Islands and Peninsulas are usually permitted, providing they are displayed in operating mode, and the names and logos, etc. on the product are as it is sold.

Vehicles: Rules vary depending on the facility, but generally it is required that vehicles on display have no more than a one fourth tank of gas. The filler cap should be sealed and the batteries disconnected. External chargers are usually recommended for demonstration purposes. Keys should always be surrendered to show management while participating in an exhibition or event.

Height Variances: Height Variances may be issued for all types of booths. However, in a linear booth, the back side of any structure over 8ft (2.44m) must be free of trademarks, graphics, and/or logos.

Environmental Responsibility: Exhibitions, by their very nature, create waste. Properly managed, exhibitions can recycle excess materials and supplies in useful and meaningful ways, and they can do so using methods that result in minimized impact on the environment. Exhibits should utilize recycled, renewable and energy efficient materials whenever possible.



International Association
of Exhibitions and Events

12700 Park Central Drive
Suite 308
Dallas, TX 75251-1500

www.iaee.com

GES Information and Order Forms

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

Imaging USA

Gaylord Opryland Convention Center West, Hall C1 and C2
February 1 - 3, 2015

FLOOR COVERING REQUIRED FOR ALL BOOTHS

Official Service Provider

Global Experience Specialists, Inc. (GES)
7000 Lindell Road
Las Vegas, NV 89118-4702

Phone (in USA): 800.475.2098
FAX (in USA): 866.329.1437
Contact us Online: www.ges.com/chat

International Calls: 702.515.5970
International Faxes: 702.263.1520

GES will be onsite at your show to assist you in coordinating any last minute services, ordering additional products and answering any questions you may have.

Show Information

Booth Size: 10' x 10'
Backwall Drape: Gray
Sidewall Drape: Gray
Aisle Carpet Color: Pepper
1 - Booth ID Sign
Hall is Not Carpeted

17' height restriction for all hanging signs

Important Dates *Be sure to check all order forms for additional deadlines*

Discount Deadline Date

Friday, January 9 GES orders must be received with payment by this date.

Installation

Friday, January 30 12:00 PM - 5:00 PM
Saturday, January 31 8:00 AM - 5:00 PM
Sunday, February 1 8:00 AM - 10:00 AM

Please take notice - this event moves in on overtime, all applicable surcharges will apply

Show Hours

Sunday, February 1 11:30 AM - 5:00 PM
Monday, February 2 11:30 AM - 5:00 PM
Tuesday, February 3 11:30 AM - 3:30 PM

Dismantle

Tuesday, February 3 3:30 PM - 8:00 PM
Wednesday, February 4 8:00 AM - 12:00 PM

Please take notice - this event moves out on overtime, all applicable surcharges will apply.

Carrier Check-in Post-Show

Wednesday, February 4 10:00 AM Carriers post-show must be checked-in by this time.

Facility Clear

Wednesday, February 4 12:00 PM All exhibitor materials must be removed.

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

Shipping Addresses *Use Provided Shipping Labels in this Exhibitor Services Manual to Expedite Handling*

Consign all **domestic** shipments c/o GES. Please do **not** consign **international** shipments c/o GES. Contact our international division at: GESLogistic_international@ges.com. GES will not act as Importer of Record (IOR) or Ultimate Consignee regarding exhibitor freight and will not provide a Power of Attorney to any entity regarding exhibitor freight.

Advance Shipments to Warehouse:

c/o GES
Imaging USA
(Your Company Name & Booth Number)
UPS Freight
45 Teledyne Pl
La Vergne, TN 37086
USA

Shipments should arrive on or between:

January 5 - 27, 2015
Hours for receiving are Monday - Friday, 8:00 AM - 4:30 PM
The GES warehouse will be closed on January 2, 2015 in observance of the New Years holiday.

Direct Shipments to Exhibit Site:

c/o GES
Imaging USA
(Your Company Name & Booth Number)
Gaylord Opryland Convention Center West, Hall C1 and C2
2815 Opryland Drive
Nashville, TN 37214
USA

Shipments should arrive on:

January 30, 2015, 12:00 PM - 5:00 PM
January 31, 2015, 8:00 AM - 5:00 PM
February 1, 2015, 8:00 AM - 10:00 AM

Marshaling Yard Site Address:

c/o GES
Imaging USA
(Your Company Name & Booth Number)
2815 Opryland Drive
Nashville, TN 37214
USA

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Imaging USA

Gaylord Opryland Convention Center West, Hall C1 and C2
February 1 - 3, 2015

We have designed this form to help you better understand the role of the Official Service Provider, the services we offer and to provide tips to maximize your cost savings.

What is an Official Service Provider?

GES has been selected as the Official Service Provider by the show organizer to design and produce your show. Because of the many areas that GES is involved in at the show, we are familiar with the key individuals managing your event. If at any time during the planning process you are unsure where to turn, just ask us – we're at your service.

Many Exhibitors are not aware of the depth and breadth of products and services offered by GES. Because we have insight into and control of the entire show process, we can generally save you time and money by assisting in your pre-show planning.

GES Show Services

Booth Furniture and Accessories

The booth furniture and accessories brochure showcases a wide variety of both standard and specialty furniture. All items rented from GES will automatically be delivered to your booth and picked up at the close of the show, with no material handling charges incurred by you.

Booth Carpet

GES offers a wide variety of carpet selections. The booth carpet brochure covers carpet choices from standard to custom color, size, grade, padding and booth cleaning.

Custom Exhibits

Let GES design and build an extraordinary custom exhibit that will deliver your marketing message. Please visit our design gallery at www.ges.com.

Rental Exhibits

Our hassle-free rental program gives you a customized look without the long-term commitment of purchasing an exhibit. Please visit our design gallery at www.ges.com.

Installation and Dismantle Services

If you already own an exhibit, or plan to purchase one, you will need to arrange for installation and dismantling of your booth. As the Official Service Provider on this show, GES provides you with the best labor and on-site personnel from move-in to move-out.

Graphics

Give visitors to your exhibit a great first impression by displaying captivating graphics and signs.

Shipping

GES can manage your transportation without a hassle. We offer simplified rates, online tracking, and single invoicing. Call to have your "shipping made easy."

Work Zone

Customer acknowledges that the show site and surrounding areas are active work zones. Customer, its agents, employees and representatives are present at their own risk.

How Can I Order My Show Services?

Expresso is GES' planning, ordering and management system. You can order everything you need for your tradeshow exhibits, view account order history, download the show schedule and so much more.

Step 1: Go to <https://e.ges.com/051002657/esm>

Step 2: Find your show by typing the show name into the search box and selecting it.

Step 3: Browse products and services and make your selections. When you add the first item or service to your cart, you will be prompted to sign in or create an account if you have not ordered on Expresso before.

Step 4: When you're ready to complete your order, click your shopping cart and submit the required information.

GES National Servicer®

The GES National Servicer® provides consistency and continuity of customer service for exhibitors at all GES shows, offering the following services:

- Single point of contact for all GES shows
- Coast to coast time zone coverage
- Personalized exhibitor service for all pre- and post-show orders

7000 Lindell Road
Las Vegas, NV 89118
Phone: 800.475.2098 / Fax: 866.329.1437
International Phone: 702.515.5970 / Fax: 702.263.1520
Online Chat: www.ges.com/chat

GES Servicer®

Once you are at the show, the GES Servicer® is onsite to place any last minute orders and provide show information.

Exhibitor Services

Our Exhibitor Services organization is the service team responsible for answering exhibitor questions, processing your orders and handling any special requests. They are the conduits between production, operations and your exhibiting needs. Regardless of your request, you can contact them for advice and information about the show – if they don't know the answer, they will find it!

Need Assistance?

Toll Free: 800.475.2098 | Tel: 702.515.5970 | www.ges.com/chat



All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

Imaging USA

Gaylord Opryland Convention Center West, Hall C1 and C2
February 1 - 3, 2015

As your tradeshow partner, our goal is to provide you with hassle-free service so you can get on with your show. Even if you use an Exhibitor Appointed Contractor, you should have a basic working knowledge of the Exhibitor Services Manual contents and information.

By following the information below, you will enjoy a smooth trade show experience.

Ordering Trade Show Services

- Please include your complete customer information on each order form including address with zip code, phone and fax numbers, e-mail addresses, company, and contact name and most importantly, booth number. If you have multiple booth locations, please complete separate order forms for each location (booth, meeting room, etc.).
- Please ensure that the credit card information is complete and correct including the expiration date.
- When ordering carpet, draped tables or counters remember to select the colors you desire.
- Please make sure that the size of the carpet you order is appropriate for your booth space (e.g.; do not order a 10' x 20' carpet for a 10' x 10' booth).
- Keep the total square footage of your booth space in mind when you order your decorating items. Don't order more than will comfortably fit in your booth and still allow you to do business.

Inbound - Move In

- Confirm your furnishings orders with the GES National Servicer[®] www.ges.com/chat. You should receive a confirmation of your order within 3-5 days of placement.
- **Confirm target dates with GES and communicate them to your carrier. Refer to the Special Handling brochure to ensure that you do not incur special handling charges. You may want to share this brochure with your carrier.**
- Keep the phone number of your carrier with you, including weekend contact and tracking numbers.
- Have your hotel information available, including phone number, address etc.
- After emptying crates, place empty labels on all sides of your crates and cases. Remember to remove old empty labels. Additionally, empty labels are sometimes color coded, so make sure you get the correct color and be sure your booth number is on each label.

Showsite

Put together a trade show survival kit to include in your freight or carry with you, including:

- Small Tool Kit
- Stapler, Scissors, Tape
- Pens & Markers for labels
- First Aid Kit
- Bottled Water

Work Zone

- Customer acknowledges that the show site and surrounding areas are active work zones. Customer, its agents, employees and representatives are present at their own risk.

Outbound - Move Out

- Keep in mind, the return of empty containers varies depending on the size of the show, so coordinate your outbound flight to accommodate this. GES does not provide security at show site. It is the Customer's responsibility to stay with their property. GES is not responsible for loss or damage to property left in the Customer's booth at any time for any reason.

Need Assistance?

Toll Free: 800.475.2098 | Tel: 702.515.5970 | www.ges.com/chat



Imaging USA

Gaylord Opryland Convention Center West, Hall C1 and C2
February 1 - 3, 2015

Safety is very important for everyone working in the Exhibit Hall.

Global Experience Specialists, Inc. (GES) values safety throughout our organization and demonstrates it in the work we perform. By following the safety guidelines below you will be doing your part in creating a safe work environment.

Safety Guidelines:

- Only authorized personnel and employees allowed, all others are prohibited.
- This is an active work zone.
- All exhibitors and attendees enter at their own risk. Do not enter the dock/yard areas.
- Stay clear of heavy machinery.
- Never stand on furniture.
- Wear closed toe shoes.
- Clean up or report spills.
- Keep aisles free and clear of any and all debris.
- Practice good housekeeping.
- Check electrical cords for damage.
- Protect valuables at show site.
- Report any fires immediately.

If you notice anything unsafe please contact a GES employee immediately.

During move in and move out individuals under the age of 18 are prohibited from being on or around the show floor. Show sites during these times are similar to a construction zone and considered to be hazardous. OSHA regulations prohibit minors from being present in a hazardous work environment.



STOP. THINK. SAFETY.

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

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Gaylord Opryland Convention Center West, Hall C1 and C2
February 1 - 3, 2015

Union Information

To assist you in planning your participation in your show, we are certain you will appreciate knowing in advance that union labor will be required for certain aspects of your exhibit handling.

Loading and Unloading Display Material and Equipment

The unloading and delivery of all display material and equipment from the convention site docks to the exhibitors' booths and loading out from the exhibitors' booths to trucks at the docks must be performed by the Official Service Contractor who has jurisdiction to deliver such service at the convention site. Please refer to SHIPPING INFORMATION for FURTHER information.

Personally Owned Vehicles (POV's) such as cars, pick up trucks and minivans that are utilized for the unloading/loading of exhibit materials will be monitored by GES Freight Personnel. This will allow exhibitors the opportunity to unload quickly and safely into the exhibit area. All box trucks, straight trucks, personal trucks over one ton, trailers and bobtails or other larger vehicles not classified as a Personally Owned Vehicle, will be directed to the marshalling yard area for GES freight handling services.

Installation and Dismantle

TN is a "right-to-work" state. Exhibitors have the option of utilizing the Official Service Contractor, who provides quality union labor from the Stagehands Union, qualified display houses or personnel from their own companies to install and dismantle displays. Please refer to the EXHIBIT INSTALLATION & DISMANTLING LABOR ORDER FORM for further information. All cleaning is properly the jurisdiction of the Official Service Contractor operating in the building. Display houses or full time employees from the I & D companies, may not clean exhibit booths. All rigging and sign hanging must be performed by the Official Service Contractor.

Gratuities

Our work rules prohibit the SOLICITATION OR ACCEPTANCE of tips in cash, product or gifts in kind by any employee (union or non-union). Our employees are paid appropriate wages denoting professional status, therefore tipping of any kind is not allowed.

Work Zone

Customer acknowledges that the show site and surrounding areas are active work zones. Customer, its agents, employees and representatives are present at their own risk.

Always Honest Hotline

GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior.



All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

Imaging USA

Gaylord Opryland Convention Center West, Hall C1 and C2
February 1 - 3, 2015

GES Terms & Conditions are subject to change at GES' sole discretion without notice to any parties.

I. Definitions

GES: Global Experience Specialists, Inc., is hereinafter referred to as GES and/or GES Logistics, and/or Trade Show Electrical (a/k/a TSE) and/or Trade Show Rigging (a/k/a TSR) and their employees; **Agents:** GES' agents, sub-contractors, carriers, and the agents of each; **Customer:** Exhibitor or other party requesting Services from GES; **Goods:** Exhibits, property, and commodities of any type for which GES is requested to perform Services; **Carrier:** Motor carrier, van line, air carrier, or air or surface freight forwarder; **Shipper:** Party who tenders Goods to Carrier for transportation; **Cold Storage:** Holding of Goods in a climate controlled area; **Accessible Storage:** Holding of Goods in an area from which Goods may be removed during shows; **Services:** Warehousing, transportation, drayage, un-supervised labor, supervised labor and/or related services; **Show Site:** The venue or place where an exposition or event takes place; **Supervised Labor (OK TO PROCEED):** Union labor that is provided to a Customer to install or dismantle a booth or exhibit space, and is supervised and/or directed by GES; **Un-Supervised Labor (DO NOT PROCEED):** Union labor that is provided to a Customer to install or dismantle a booth or exhibit space and pursuant to Customer's election is not supervised and/or directed by GES. Customer assumes the responsibility and any liability arising therefrom, for the work of union labor when Customer elects to use un-supervised labor.

II. Scope

These Terms and Conditions shall be binding upon Customer, GES, and their respective Agents and representatives, including but not limited to Customer contracted labor such as Customer Appointed Contractors and Installation and Dismantle Companies, and any other party with an interest in the Goods. Each shall have the benefit of and be bound by all provisions stated herein, including but not limited to time limits and limitations of liability.

III. Customer Obligations

- Payment for services.** Customer shall be liable for all unpaid charges for services performed by GES or Agents. Customer authorizes GES to charge its credit card directly for services rendered on Customer's behalf after departure, by placing an order on-line, via fax, phone or through a work order on site.
- Credit Terms.** All charges are due before Services are performed unless other arrangements have been made in advance. GES has the right to require prepayment or guarantee of the charges at the time of request for Services. A failure to pay timely will result in Customer having to pay in cash in advance for future services. GES retains its right to hold Customer Goods for non-payment. If a credit card is provided to GES, GES is authorized to bill to such credit card any unpaid charges for services provided to Customer, including charges for return shipping. Any charges not paid within 30 days of delivery will be subject to interest at 1 1/2% per month until paid.

IV. Mutual Obligation Indemnification

- Customer to GES:** Customer shall defend, hold harmless and indemnify GES from and against any claims, lawsuits, demands, liability, costs and expenses, including reasonable attorney's fees and court costs, resulting from any injury to or death of persons, or damage to property other than Goods, relating to or arising from performance of Services herein. Customer agrees to indemnify and hold GES harmless for any and all acts of its representatives and agents, including but not limited to Customer Appointed Contractors and Installation and Dismantle Companies, any subcontractor or other user of its space or any agents or employees engaged in business on behalf of Customer or present at Customer's invitation, including supervision of labor secured through GES. Customer's obligations under this provision shall not apply to GES' own negligence and/or willful misconduct. **CUSTOMER ACKNOWLEDGES THAT THE SHOW SITE IS AN ACTIVE WORK ZONE AND CUSTOMER, ITS AGENTS, EMPLOYEES AND REPRESENTATIVES ARE PRESENT AT THEIR OWN RISK.**
- GES to Customer:** To the extent of GES' own negligence and/or willful misconduct, and subject to the limitations of liability below, GES shall defend, hold harmless and indemnify Customer from and against any claims, lawsuits, demands, liability, costs and expenses, including reasonable attorney's fees and court costs, resulting from any injury to or death of persons, or damage to property other than Goods. GES' obligations under this provision shall not apply to claims for bodily injury arising a) from Customer's presence in areas which have been marked as "off limits to exhibitors"; and b) when exhibitors are present in the facility prior or subsequent to the effective dates or hours of Exhibitor's space lease with show management.

V. DISCLAIMER AND LIMITATION OF LIABILITY

UNDER NO CIRCUMSTANCES WILL ANY PARTY BE LIABLE FOR SPECIAL, INCIDENTAL, CONSEQUENTIAL INDIRECT OR PUNITIVE DAMAGES, INCLUDING BUT NOT LIMITED TO LOSS OF PROFITS OR INCOME. GES SHALL BE LIABLE, SUBJECT TO THE LIMITATIONS CONTAINED HEREIN, FOR LOSS OR DAMAGE TO GOODS ONLY IF SUCH LOSS OR DAMAGE IS CAUSED BY THE DIRECT NEGLIGENCE OR WILLFUL MISCONDUCT OF GES. CLAIMS PRESENTED FOR LOSS OR DAMAGE ARISING OUT OF INCIDENTS REFERENCED IN SECTION VI HEREIN WILL BE DENIED.

VI. No Liability for Loss or Damage to Goods

- Condition of Goods:** GES shall not be liable for damage, loss, or delay to uncrated freight, freight improperly packed, glass breakage or concealed damage. GES shall not be liable for ordinary wear and tear in handling of Goods or for damage to shrink wrapped Goods. All Goods shall be able to withstand handling by heavy equipment, including but not limited to forklifts, cranes, or dollies. It is the Customer's responsibility to ensure that Goods are packaged correctly prior to shipment or movement on or off the Show floor.
- Receipt of Goods:** GES shall not be liable for Goods received without receipts, freight bills, or specified piece count on receipts or freight bills, or for bulk shipments (i.e., UPS, air freight, or van lines). Such Goods shall be delivered to booth without the guarantee of piece count or condition.
- Force Majeure:** GES shall not be liable for loss or damage that results from Acts of God, weather conditions, act or default of Customer, shipper, or the owner of the Goods, inherent nature of the Goods, public enemy, public authority, labor disputes, and acts of terrorism or war.
- Cold Storage:** Goods requiring cold storage are stored at Customer's own risk. GES assumes no liability or responsibility for Cold Storage.
- Accessible Storage:** GES assumes no liability for loss or damage to Goods while in Accessible Storage. Storage charges are for the use of space and are not a form of insurance, or a guarantee of security.
- Unattended Goods:** GES assumes no liability for loss or damage to unattended Goods received at Show Site at any time from the point of receipt of inbound Goods until the loading of the outbound Goods, including the entire term of the respective show or exhibition. Customer is responsible for insuring its own Goods for any and all risk of loss.
- Empty Storage:** GES assumes no liability for loss or damage to Goods or crates, or the contents therein, while containers are in Empty Storage. It is Customer's sole responsibility to affix the appropriate labels available at the GES Service Desk for empty container storage, and ensures that any pre-existing empty labels are removed.
- Forced Freight:** GES is not liable for Customer Goods left on the show floor after the show closing deadline, with or without a Material Handling Services/Straight Bill of Lading signed by Customer. It is Customer's responsibility to complete accurate paperwork for shipping and to

ensure Customer Goods are properly labeled. If Customer Goods remain on the floor after the show closing deadline, GES has the right to remove the Customer Goods. GES is authorized by Customer to proceed in the manner chosen by Customer on the Order of Material Handling Services/Straight Bill of Lading, if one has been completed, or otherwise to ship Customer Goods at the discretion of GES and at Customer's expense. GES shall incur no liability for such shipment. GES retains the right to dispose of Customer Goods without liability if left on the show floor unattended, without labels or not correctly labeled.

- Concealed Damage:** GES shall not be liable for concealed loss or damage including but not limited to: glass, electronic equipment, prototypes, original art, uncrated Goods, or improperly packaged or labeled Goods.
- Unattended Booth:** GES shall not be liable for any loss or damage occurring while the Goods are unattended in Customer's booth at any time, including, but not limited to, the time the Goods are delivered to the dock until the time the Goods are received by Customer's chosen carrier. All Material Handling Forms and/or Straight Bills of Lading covering outgoing Goods submitted to GES will be checked at the time of pickup from the booth and corrections to the count or condition will be documented where discrepancies exist.
- Hanging items from Booth:** Customer shall not hang any articles, merchandise, product, advertisements, or other similar items from GES supplied booth materials (this includes but is not limited to GES panels or pipe and drape), utilized in Customer's own booth set up or in areas occupied by the show organizer or third parties. If Customer does hang any prohibited items, Customer alone shall be held liable for any damages, costs, actions or injuries resulting from the hanging of such item(s). GES shall have no liability for any damages, costs, actions or injuries arising out of Customer's failure to comply with this provision.

VII. Measure of Damage

- Sole Relief:** If found liable for any loss, GES' sole and exclusive maximum liability for loss or damage to Customer's Goods is limited to \$.50 (USD) per pound with a maximum liability of \$100.00 (USD) per container, or \$1,500.00 (USD) per shipment whichever is less.
- Labor:** GES assumes no liability for loss, damage, or bodily injury arising out of Customer's supervision of GES provided union labor. If GES supervises labor for a fee, GES shall be liable only for actions or claims arising out of its negligent supervision. Such liability shall be limited to the cost to Customer of the supervised labor or the depreciated value of the Goods, whichever is less. If Customer elects to use unsupervised labor, then Customer assumes all liability for the actions or claims that arise out of such work, including but not limited to loss, damage or bodily injury and shall provide GES and show management with an indemnity, including defense costs, for any claims that result from Customers' supervision or failure to supervise assigned labor.

VIII. Miscellaneous

- Insurance.** **GES IS NOT AN INSURANCE COMPANY AND DOES NOT OFFER OR PROVIDE INSURANCE.** It is the obligation of Customer to ensure Goods are insured at all times. Loss or theft of the Goods in storage or in transit to and from the show and or while on the show floor is the sole responsibility of Customer. GES recommends Customer arrange for all Risk Coverage.
- Notice of Loss or Damage:** In order to have a valid claim, notice of loss or damage to Goods must be given to GES or its agent within 24 hours of occurrence (as evidenced in an Incident Report completed at Show Site by GES) or delivery of outbound Goods.
- Filing of Claim:** Any claim for loss or damage to Goods must be in writing, containing facts sufficient to identify the Goods, asserting liability for alleged loss or damage, and making claim for the payment of a specified or determinable amount of money. Such claim must be filed with the appropriate party within the time limits specified herein. Damage reports, incident reports, inspection reports, notations of shortage or damage on freight bills or other documents, do not constitute filing of a claim. Claims for Goods alleged to be lost, stolen or damaged at the Show Site must be received in writing by GES within thirty (30) days after the close of the show. Claims for Goods alleged to be lost or damaged during transit must be received by the responsible party within nine (9) months of date of delivery of Goods. GES Logistics subcontracts the movement of Goods to third party carriers. Claims for damage in transit should be made directly with your carrier as shown on the Material Handling form/ Bill of Lading. In the event of a dispute with GES, Customer will not withhold payment or any amount due GES for Services as an offset against the amount of the alleged loss or damage. Customer agrees to pay GES prior to the close of the show for all such charges and further agrees that any claim Customer may have against GES shall be pursued independently by Customer as a separate action to be resolved on its own merits. GES retains the right to pursue collection on amounts owed after show close, without regard to any amount alleged to be owed for damage, or loss.
- Filing of Suit:** Any action at law regarding loss or damage to Goods must be filed within one (1) year of the date of declaration of any part of a claim (logistics claims excluded).

IX. Jurisdiction, Choice of Forum

These Terms and Conditions of Contract shall be governed by and construed in accordance with the applicable laws of the United States or, alternatively, and depending on jurisdiction, the laws of the State of Nevada. The parties hereby submit to jurisdiction and venue in the United States Federal District Court of Nevada, or as applicable depending upon jurisdiction, the County Circuit Court in Clark County, Nevada.

X. Advanced Warehousing/Temporary Storage/Long Term Storage

All terms and conditions relative to Advanced Warehousing/Temporary Storage/Long Term Storage are contained in separate agreements titled "Storage Agreement". In the event that a Storage Agreement is not executed between the parties, the following shall apply with respect to GES' liability for Customer Goods. The responsibility of GES with respect to Customer Goods is limited to the exercise of ordinary care and diligence in handling and storing of Customer Goods. GES shall be liable only for loss or damage to Goods caused by GES' sole negligence. GES' liability is limited to \$.60 (USD) per pound with a maximum liability of \$100.00 (USD) per container, or \$1,500.00 (USD) per shipment whichever is less. In case of partial loss or damage, the maximum liability shall be prorated based on weight. GES is not responsible for any loss or damage to Goods caused by, but not limited to fire, theft, the elements, vandalism, moisture, vermin, mechanical breakdown or failure, freezing or changes in temperature, as well as any other causes beyond GES' immediate control. GES is not responsible for the marring, scratching or breakage of glass or other fragile items. GES is not liable for the mechanical functions of instruments or appliances even if such articles are packed or unpacked by GES. In no event shall GES be liable for special, incidental, indirect or consequential damages, including business loss of any kind, resulting from any damage to or loss of the Goods or from any act or failure to act. Customer pays storage fees or costs for advance warehousing for use of the space only. There is no guarantee of security or representations made by GES as to appropriateness of the conditions for Customer Goods. The risk of loss remains Customer's alone and GES recommends the Customer carry and maintain insurance in amounts sufficient to cover its risk.

Need Assistance?

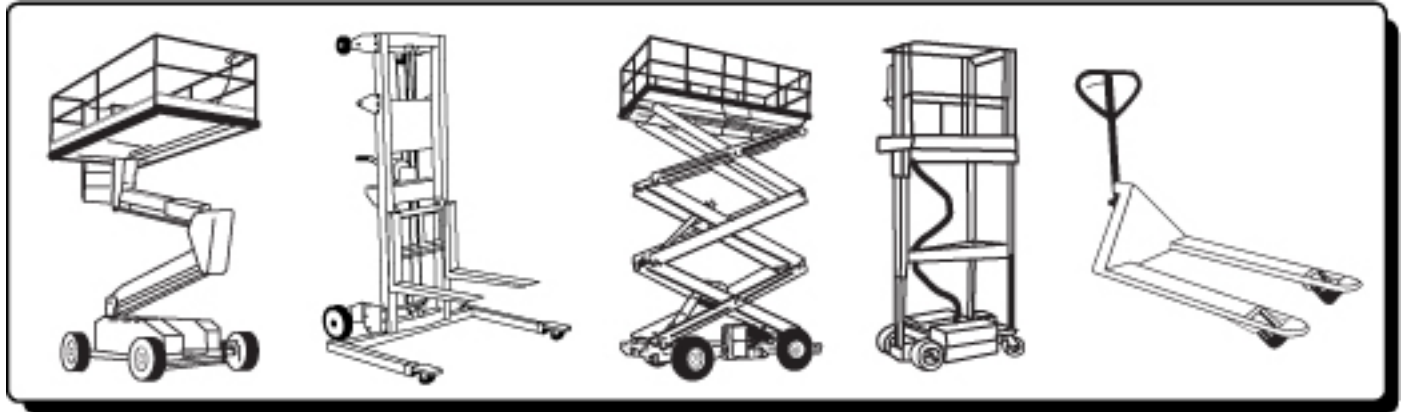
Toll Free: 800.475.2098 | Tel: 702.515.5970 | www.ges.com/chat



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ATTENTION ALL EXHIBITORS!



The operation or use of all motorized lifting equipment for installation of booth structures or signs is not permitted by exhibitors or their appointed contractors.

The operation or use of motorized or mechanical equipment, including mechanical scooters and carts, is not permitted by exhibitors or their appointed contractors for material handling. The use or prohibition of motorized scooters is controlled by and subject to the facility's rules, regulations and guidelines.

ALL LIFTS, SCOOTERS, PALLET JACKS, DOLLIES AND MANPOWER MUST BE PROVIDED BY THE OFFICIAL SERVICE PROVIDER.

Scooters and carts may only be used by the individuals to whom the scooters and carts are issued. GES equipment is for use by GES employees only. Please **do not** take it for your use.

Customer acknowledges that the show site and surrounding areas are active work zones. Customer, its agents, employees and representatives are present at their own risk.

Thank you for your complete cooperation.

TO BE COMPLETED BY EXHIBITOR

RETURN TO: Global Experience Specialists, Inc. (GES) • 7000 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors

Contact us Online: www.ges.com/chat Phone: 800.475.2098 or 702.263.1520 for international exhibitors

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

Imaging USA

Gaylord Opryland Convention Center West, Hall C1 and C2
February 1 - 3, 2015

Form Deadline Date:

December 31, 2015

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER

An Exhibitor Appointed Contractor (EAC) is a company other than the "general or official" service provider on the show that requires access to your booth during installation and dismantling. The EAC may only provide services in the facility that are not designated by the facility as "exclusive" to a designated provider, or by the show organizer in a contract as an exclusive service for the "general or official" service provider or other third party.

No EAC will be allowed to work in an Exhibitor's booth if this Notice of Intent to Use EAC (Form L-3), a valid Certificate of Insurance and the Agreement and Rules and Regulations between GES and the EAC (Form L-4) is not completed by an authorized representative and received by GES by the deadline indicated above. This Notice of Intent to Use EAC must be completed for every third party (as well as any other third party ordering or requesting services from GES on behalf of Exhibitor) at the above show. Multiple booths are not to be listed on one form.

Exhibitor Appointed Contractor: _____			
Contact Name: _____	Cell Phone: _____		
Street Address: _____	Email: _____		
City: _____	State: _____	Zip: _____	
Office Phone: (area code _____) _____	Fax: (area code _____) _____		
Description of Proposed service for Exhibitor: _____			

This form will only be accepted if it is executed by an authorized representative of the exhibiting company, and must include:

- An executed Agreement and Rules and Regulations between GES and EAC.
- A valid certificate of insurance prepared by the EAC's insurance agent with the minimum coverages as set forth in the Agreement and Rules and Regulations between GES and EAC.

PLEASE SIGN X

AUTHORIZED SIGNATURE

AUTHORIZED NAME - PLEASE PRINT

DATE

GES shall have no liability to any party for damage or injuries caused by Exhibitor or its third party agents. It is the Exhibitor's responsibility to provide its EACs with all show rules and regulations as set forth in the Exhibitor space lease and the Exhibitor Kit/Service Manual. Exhibitor agrees to indemnify and defend GES for the actions of its agents and exhibitor appointed contractors. The Exhibitor agrees that it is ultimately responsible for all services in connection with the exhibit, including freight, rentals and labor. Exhibitor agrees to be responsible for any losses, damages or injuries that are caused by or attributed to EACs that are not covered or provided by EAC's insurance.



Return with Certificate of Insurance to: Global Experience Specialists, Inc. (GES), Exhibitor Services, 750 Maxham Road, Suite 300, Lithia Springs, GA 30122

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

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Form Deadline Date:
December 31, 2015

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
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The undersigned Exhibitor Appointed Contractor ("EAC") has been designated by an Exhibitor to perform certain services for the Exhibitor at the above referenced show. In consideration of the show organizer and GES permitting the EAC to perform such services at the show, the EAC and GES hereby agree as follows:

Rules and Regulations

- EAC agrees to comply with all rules and regulations of the show as outlined in this agreement, the Exhibitor Kit/Services Manual, including all union rules and regulations, and accept liability for any negligent actions.
- EAC agrees that it must ascertain and comply with all rules and regulations of the venue, Show Management, and/or the Official Service Provider in order to create a safe work environment. A failure to do so can result in a delay or termination of your right to continue work if the condition cannot be corrected.
- EAC agrees that the show site, dock and surrounding areas are active work zones and the EAC, its agents, employees and representatives are present at their own risk. Entry into the dock area is prohibited.
- EAC must have all business licenses and permits required by the State and City governments and the convention facility management prior to commencing work. A certificate of insurance naming GES as an additional insured with appropriate insurance limits prepared by the EAC's insurance agent must be submitted to GES at least 30 days prior to the first date of move in.**
- This Agreement and Rules and Regulations between GES and EAC must be completed by an authorized representative of EAC and returned to GES before the deadline noted above.**
- If the EAC fails to provide the documentation required in paragraphs 4 and 5 above, the Exhibitor will be required to use GES for such services at the prevailing rates set forth in the Exhibitor Kit/Services Manual.**
- EAC shall provide, if requested, evidence to Global Experience Specialists, Inc. (GES) that it possesses applicable and current labor contracts and must comply with all labor agreements and practices. The EAC must not commit or allow to be committed by persons in its employment any acts that could lead to work stoppages, strikes or labor problems.
- EAC will be responsible for all reasonable costs related to its operation, including overtime pay for stewards, restoration of exhibit space to its initial condition, etc. Where applicable a one hour minimum labor charge will be charged at the appropriate steward rate of pay per day/per union to either the EAC/Exhibitor depending upon the billing arrangement set up with GES. (Based upon EAC not number of booths)
- The show aisles and public spaces are not part of the Exhibitor's booth. Therefore, EAC is required to confine all activities to the exhibit space of the Exhibitor who has given a valid order for services. Exhibitors may be charged for costs related to movement of its property if the EAC does not contain its operations within the confines of the booth. No service desks, storage areas or other work facilities will be located anywhere in the building. The show aisles and public space are not a part of the Exhibitor's booth space and must be kept clear at all times.
- During show hours only EACs with exhibit badges will be permitted on the exhibit floor. No EAC will be permitted on the exhibit floor during show hours without the proper Convention name badge supplied by the exhibiting company. EAC must furnish Show Management and GES with the names of all on-site employees who will be working on the show floor and ensure that they have and wear identification badges at all times necessary as determined by Show Management.
- EAC has attached herewith certificates of insurance confirming the following required insurance:
 - Commercial General Liability, including contractual liability, with limits of not less than \$1,000,000 each occurrence, \$2,000,000 general aggregate and \$2,000,000 products & completed operations aggregate.
 - Automobile Liability with a limit of not less than \$1,000,000 combined single limit - each accident.
 - Workers Compensation, as required by law, with Employers Liability Limits of not less than \$1,000,000 each accident, \$1,000,000 disease - each employee and \$1,000,000 disease - policy limit.
 - Umbrella/Excess Liability with a limit of not less than \$1,000,000 each occurrence/aggregate.
 - The Commercial General and Automobile Liability Policies shall name Global Experience Specialists, Inc. (GES) (Official Service Provider), Imaging USA (Show Management), Imaging USA (Show) and Gaylord Opryland Convention Center West (Facility) as additional insureds on a primary and non-contributory basis per the attached sample certificate of insurance.
- EAC agrees to indemnify, defend and hold the Show Management, the Facility and Global Experience Specialists, Inc. (GES) harmless from and against any and all claims, lawsuits, demands, liability, costs and expenses, including reasonable attorney's fees and court costs, arising out of EAC's operations, including supervision of GES provided labor. EAC also agrees to reimburse GES for all attorney's fees and costs incurred in connection with any and all claims, lawsuits and counterclaims that should arise out of EAC's failure to adhere to the terms of this agreement.
- Solicitation of business on the show floor is strictly prohibited. If EAC attempts to provide services designated to another party as "exclusive" or is discovered soliciting on the show floor including the distribution of official company literature, or otherwise does not comply with the rules, the company may be removed from the show floor, and the Exhibitor will not be able to use that company for the remainder of the event.
- EAC/ Exhibitor may not move freight from one booth to another booth, or to meeting rooms. GES must provide labor.
- EAC must coordinate all of its activities with Global Experience Specialists, Inc. (GES).
- The Exhibitor or its EAC should order services required from GES and the Exhibit Hall in advance. Ordering labor or services onsite (which contractors may not be prepared to provide immediately) may delay the set-up of your booth or force your set-up into overtime.
- The Exhibitor or its EAC should take steps to protect the Exhibitor and the EAC's product in the booth by arranging for booth security and/or cages. GES is not responsible for items left unattended on the show floor.
- EAC agrees GES is not responsible for any items stored in empty containers. Do not store empty cartons inside of empty crates. Cartons are returned from storage before crates so Exhibitors may begin packing their product.

Need Assistance?

Toll Free: 800.475.2098 | Tel: 702.515.5970 | www.ges.com/chat



Return with Certificate of Insurance to: Global Experience Specialists, Inc. (GES), Exhibitor Services, 750 Maxham Road, Suite 300, Lithia Springs, GA 30122

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

Imaging USA

Gaylord Opryland Convention Center West, Hall C1 and C2
February 1 - 3, 2015

Form Deadline Date:

December 31, 2015

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
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Rules and Regulations (continued)

19. EAC/Exhibitor agrees to keep "No Freight Aisles" clear at all times. If GES is required to rearrange any material situated in a clearly identified "No Freight Aisle," the Exhibitor or the EAC depending upon the billing arrangements with GES will be charged a one hour minimum for forklift rental and labor.
20. EAC/Exhibitor agrees that all outbound freight bills should be turned into the service desk on a timely basis. Holding freight bills until late in the day or turning in large amounts of freight bills to the GES Servicerenter at one time may delay outbound truck scheduling and subsequently force your loading out into overtime.
21. During tear down, pull all manageable structures back from aisle carpet lines. Electronics, mannequins, etc. should be placed in the center of the booth.
22. Be aware of vehicle traffic inside and outside of the facility. All attendees should be aware of their surroundings and all individuals are solely responsible for their own safety in parking lots, driveways, access roads and non-exhibit hall areas.
23. Label empty cartons and crates for storage as soon as they are ready. Holding back on "empties" only adds congestion to the aisles.
24. For services such as electrical, plumbing, telephone, cleaning and drayage, no service provider other than the Official Service Provider will be approved. This regulation is necessary due to licensing, insurance and work done on equipment and facilities owned by parties other than the Exhibitor. Exhibitors shall provide only the material and equipment they own and those materials are to be used only in their exhibit space.
25. Smoking is prohibited in most facilities. Smoking shall only be allowed in designated areas.
26. This agreement is to be interpreted under the laws of the State of Nevada.
27. A faxed signature will serve as an original signature and will stand as a fully executed agreement once faxed to and received by GES.

Authorized Signature of EAC:

PLEASE
SIGN

X

AUTHORIZED SIGNATURE

AUTHORIZED NAME - PLEASE PRINT

DATE

Printed Name: _____

Title: _____

Company: _____

Address: _____ City: _____ State: _____ Zip: _____

Contact Name at Show Site: _____

Office Phone: _____ Cell Phone at Show Site: _____

Official Use Only

Accepted by GES Authorized Representative:

PLEASE
SIGN

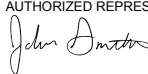
X

AUTHORIZED SIGNATURE

AUTHORIZED NAME - PLEASE PRINT

DATE



ACORD 1.		CERTIFICATE OF LIABILITY INSURANCE			DATE (MM/DD/YY) 01/01/15	
PRODUCER ABC Insurance Agency 1234 Broker Lane New York, NY 10895 Attn: Joe Agent (212) 555-6102 ext. 1234 Fax: (212) 555-6100				THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER, THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. INSUREERS AFFORDING COVERAGE		
INSURED 2. Big Boom Company, Inc. 1234 Corporate Lane New York, NY 10895 Attn: Joe Smith Phone: (212) 555-5349 Fax: (212) 555-9819				INSURER A: Hartford Insurance Company of Illinois INSURER B: Aetna Casualty & Surety Company INSURER C: Travelers Insurance Company INSURER D: Royal Insurance Company INSURER E:		
COVERAGES						
3. THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OF CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.						
INSR LTR	4. TYPE OF INSURANCE	POLICY NUMBER	7. POLICY EFFECTIVE DATE (MM/DD/YY)	8. POLICY EXPIRATION DATE (MM/DD/YY)	9. LIMITS	
A	GENERAL LIABILITY ☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS MADE ☒ OCCUR ☐ _____ GENERAL AGGREGATE LIMIT APPLIES PER ☐ POLICY ☐ PROJECT ☐ LOC	000P98298-A11	01/01/15	01/01/16	EACH OCCURRENCE	\$1,000,000
					FIRE DAMAGE (Any one fire)	\$ 50,000
					MED EXP (Any one person)	\$ 5,000
					PERSONAL & ADV INJURY	\$1,000,000
					GENERAL AGGREGATE	\$2,000,000
	PRODUCTS-COMP/OP AGG	\$2,000,000				
B	AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ ALL OWNED AUTOS ☐ SCHEDULED AUTOS ☒ HIRED AUTOS ☒ NON-OWNED AUTOS ☐ _____ ☐ _____	SKLS-029499S	01/01/15	01/01/16	COMBINED SINGLE LIMIT	\$1,000,000
					(Ea accident)	
					BODILY INJURY	\$
					(Per person)	
					BODILY INJURY	\$
	(Per accident)					
	PROPERTY DAMAGE	\$				
	(Per accident)					
	AUTO ONLY-EA ACCIDENT					
	OTHER THAN	\$				
	AUTO ONLY:	\$				
A	UMBRELLA/EXCESS LIABILITY ☒ OCCUR ☐ CLAIMS MADE ☐ DEDUCTIBLE ☐ RETENTION \$	XL1234567	01/01/15	01/01/16	EACH OCCURRENCE	\$1,000,000
					AGGREGATE	\$1,000,000
						\$
						\$
						\$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	A4145-SS-PJ37	01/01/15	01/01/16	☒ WC STATU- ORY LIMITS	OTHER
					E.L. EACH ACCIDENT	\$1,000,000
					E.L. DISEASE-EA EMPLOYEE	\$1,000,000
					E.L. DISEASE -POLICY LIMIT	\$1,000,000
D	OTHER				Each Occurrence & Aggregate	
DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS						
5. Global Experience Specialists, Inc. (GES) (Official Service Provider), Imaging USA (Show Management), Gaylord Opryland Convention Center West (Facility), and Imaging USA (Show) are hereby named as additional insured, except for Workers' Compensation. Global Experience Specialists, Inc. (GES) and/or the consignor are included as Loss Payee. The insurance provided for the benefit of Global Experience Specialists, Inc. (GES), shall be primary insurance as respects any claim, loss, or liability, arising out of the Named Insured's operations for which the Named Insured is liable. Any other insurance maintained by GES shall be excess and non-contributory. Show date(s) are: February 1 - 3, 2015 at city of Nashville.						
CERTIFICATE HOLDER		X	ADDITIONAL INSURED; INSURER LETTER: X		CANCELLATION	
6. Global Experience Specialists, Inc. (GES) Exhibitor Services 750 Maxham Road, Suite 300 Lithia Springs, GA 30122			SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OF REPRESENTATIONS AUTHORIZED REPRESENTATIVE  10.			

1. PRODUCER: Insurance Agent / Broker who issues certificate.
2. NAME OF INSURED: Must be the legal name of contracting party.
3. TYPES OF INSURANCE: Must include types required by contract. See Official Services Provider Information (form L-3) in this exhibitor manual).
4. FORM OF COVERAGE: Must be "occurrence" form of coverage.
5. NAME ADDITIONAL INSURED: Global Experience Specialists, Inc. (GES) (Official Service Provider), Imaging USA (Show Management), Imaging USA (Show) and Gaylord Opryland Convention Center West (Facility) as additional insureds on a primary and non-contributory basis.
6. CERTIFICATE HOLDER: Must be Global Experience Specialists, Inc. (GES)

7. POLICY EFFECTIVE DATE: Must be prior to or coincidental with the first day of Exhibitor Move-In.
8. POLICY EXPIRATION DATE: Must be on or after the last day of Exhibitor Move-Out.
9. LIMITS OF INSURANCE: Must be the same or greater than required by contract. See #10 on Agreement and Rules and Regulations between GES and EAC (L-4).
10. AUTHORIZED REPRESENTATIVE: Must be signed (not stamped) by an authorized representative of Producer.

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

Imaging USA

Gaylord Opryland Convention Center West, Hall C1 and C2
February 1 - 3, 2015

Material Handling is the unloading of your exhibit materials, delivery to your booth, handling of empty containers to and from storage, and removal of your materials from your booth for reloading onto your outbound carrier. This is not to be confused with the cost to transport your exhibit material to and from the event.

Benefits of Advance Shipping to the GES Warehouse

- Storage of materials for up to 25 days prior to your show.
- Delivery of Shipments to your booth by your published set-up time.
- Some convention centers and hotels do not have facilities for receiving or storing freight.
- Saves valuable set-up time.

How to Ship in Advance to the GES Warehouse

- Remove all old shipping and empty storage labels.
- Fill out and attach enclosed Advance Shipping labels.
- Complete the enclosed Material Handling Order Form.
- Remember to confirm receipt of your shipment prior to leaving for the show.
- All shipments must have a bill of lading or delivery slip showing the number of pieces, weight, and type of merchandise.
- Certified weight tickets must accompany all shipments.
- Take the time to ensure that your display and products are packed neatly and securely.
- Do not ship uncrated materials to warehouse.
- For a rate quote please call GES Logistics at 1.888.454.4437.

How to Ship to Exhibit Site

- Consign all **domestic** shipments c/o GES.
- Do **not** consign **international** shipments c/o GES; however, please contact our international division at:
GESLogistic_international@ges.com.
- Remove all old shipping and empty storage labels.
- Fill out and attach enclosed Direct Shipping labels.
- Complete the enclosed Material Handling Information Sheet.
- All shipments must have a bill of lading or delivery slip showing the number of pieces, weight, and type of merchandise.
- Certified weight tickets must accompany all shipments.
- Take the time to ensure that your display and products are packed neatly and securely.
- If you are shipping your carpet and/or lighting truss, make sure it is loaded last so it can be unloaded first.
- For a rate quote please call GES Logistics at 1.888.454.4437.

Freight Carriers

Select a carrier with experience in handling exhibition materials. Make sure to give your carrier explicit information as to where and when to check in. Delivery and pick up times are often out of the range of "normal" delivery hours, make sure your carrier is committed to meeting your target dates and times. While making shipping plans to the Show, also plan for the return shipment. For a rate quote please call GES Logistics at 1.888.454.4437.

Tracking Shipments

Confirm your delivery date and time with your carrier, and have all pertinent shipping information in the hands of your representative at show site. You may also want to review the return of your Goods at the end of the show. GES Logistics domestic shipments can be tracked online by going to:
www.ges.com/everything/logistics/tracking/.

Estimating Material Handling Charges

Handling charges are based on the weight of the freight. Shipments are billed by the hundred weight and rounded up to the nearest hundred. Minimum per Shipment may apply, see enclosed Material Handling Order Form for details. Please prepay all shipping charges - GES cannot accept or be responsible for collect shipments. Crated and uncrated shipments must be separated and clearly identified on separate bills of lading with separate weight tickets - otherwise GES will invoice the entire load at the Uncrated rate.

- **Crated** – Material that is skidded, or is in any type of shipping container that can be unloaded at the dock with no additional handling required.
- **Uncrated** – Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.

Estimating Material Handling Charges, *continued*

- **Special Handling** - Defined as shipments that are loaded by cubic space and/or packed in such a manner as to require special handling, such as ground loading, side door loading, constricted space loading and designated piece loading or stacked shipments. Also included are mixed shipments and shipments without proper delivery receipts.
- **Overtime Surcharges** - Shows that move-in or move-out on weekends or after 4:30 PM during the weekday, may be subject to additional overtime surcharges. See enclosed Material Handling Order Form for details.
- **Late Surcharges** – May be charged an additional overtime surcharge
 - a. If advance freight is received before or after the published deadline date for shipments to arrive at the warehouse. See enclosed Material Handling Order Form for details.
 - b. Freight shipments sent to the show after it has opened.
 - c. Freight shipments that are received at showsite that do not meet their published date & time.
- **Shipment Surcharges** – A surcharge will be incurred per shipment for those that are received with incomplete information on shipping labels identifying company name and booth number and/or shipments that are left on the show floor at the end of the show with no labels and no bill of lading turned in.

Machinery Labor and Equipment

Labor and equipment for uncrating, unskidding, positioning, leveling, dismantling, recrating, and reskidding machinery and/or equipment must be ordered separately. Place your order for this labor using the In-Booth Forklift & Labor Order Form. If your material requires specialized rigging equipment, please notify us promptly so that we can make arrangements. When possible, supply your own rigging equipment with shipments and pre-rig your material.

Storing Empty Containers

Properly labeled empty shipping cartons will be picked up, stored, and returned after the show. Labels are available at the **GES Servicercenter®** or from your GES Service Executive and are for empty storage only. Depending on the size of the show, it can take from two to twelve hours to return empty crates. Do not store any items in crates marked "empty." GES has no liability for damage to crates or items sent to empty storage in crates.

Outgoing Shipments

An OMHF (Outbound Material Handling Form / Bill of Lading) must accompany all outgoing shipments. Shipping information, outbound forms and labels will be available at the **GES Servicercenter®**. Exhibitors selecting non-official carriers will need to make their own arrangements for pickup. Make sure that someone from your company will be on-site to oversee the outbound shipment of your display and product.

Measure of Damage

- **Liability** – GES is liable for loss or damage to your Goods only if the loss or damage is caused by GES negligence.
- **Sole Relief** – If found liable for any loss, GES' sole and exclusive maximum liability for loss or damage to Customer's Goods is limited to \$.50 (USD) per pound with a maximum liability of \$100 (USD) per container, or \$1,500.00 (USD) per shipment, whichever is less.

Insurance

All of your Goods should be insured by your own insurance policy. Although we do our best to handle your Goods as our own, there are many variables in shipping and handling that can affect your exhibit and products. GES has published GES Terms & Conditions of Contract that are in this exhibitor service manual. Please read them carefully. It is recommended that your Goods be insured.

Work Zone

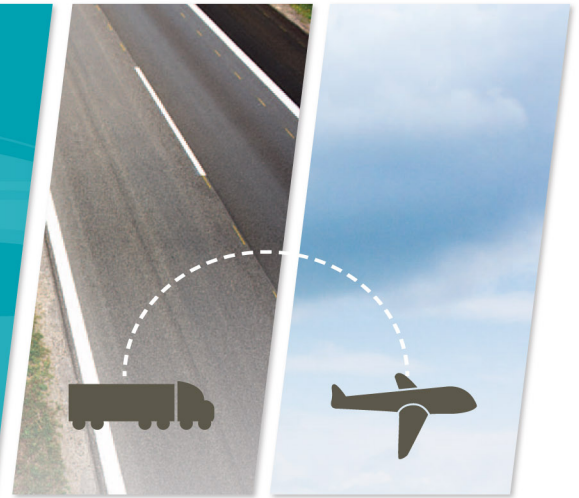
Customer acknowledges that the show site and surrounding areas are active work zones. Customer, its agents, employees and representatives are present at their own risk.

Need Assistance?

Toll Free: 800.475.2098 | Tel: 702.515.5970 | www.ges.com/chat



Get *GES Transportation Plus* and
Save 10%
On Material Handling



With decades of tradeshow experience, GES Logistics understands your transportation needs. As the Official Services Provider for your show, we offer a variety of fully integrated services at competitive rates.

GES Transportation Plus provides:

- Online tracking 24/7
- On-site GES support team
- Consolidated invoice

Note: Round-trip shipping is required to qualify for Transportation Plus rates. Transportation Plus does not apply to shipments that are considered small package, local or shipments over 5000 lbs.

Get an instant quote today at logisticsquote.ges.com.

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

Imaging USA

Gaylord Opryland Convention Center West, Hall C1 and C2
February 1 - 3, 2015

IMPORTANT NOTICE

Global Experience Specialists, Inc. (GES) has established a Marshaling Yard to ease congestion in the vicinity of Gaylord Opryland Convention Center West and to better utilize the available dock space at the convention center.

The address to this Marshaling Yard is: 2815 Opryland Drive, Nashville, TN 37214

No charge for this marshaling service.

It is important that you advise your carrier of this Marshaling Yard information to better facilitate your direct shipment to showsite.

The Marshaling Yard process is as follows:

- All delivering carriers and privately owned vehicles must check in at the Marshaling Yard prior to show site deliveries.
- All inbound shipments must be accompanied by a certified weight certificate and Bill of Lading.
- At the Marshaling Yard, drivers will be assigned a number and will be dispatched to the appropriate dock at Gaylord Opryland Convention Center West as space is available. Waiting time at the Marshaling Yard should be anticipated by your carrier. Every effort is made to keep this waiting time at a minimum. However, the waiting time depends on many factors, including the number of vehicles arriving to unload/load, the type of loads being unloaded at the Gaylord Opryland Convention Center West, the number of booths on a truck, etc.
- There is no scale at the Marshaling Yard and therefore we do not return trucks for a light weight. Trucks without weight tickets can be sent away and instructed to first go to a weigh station (i.e. truck stop).
- All drivers are expected to adhere to GES' policies and procedures with respect to the loading and unloading of trailers.

If we can answer any questions or be of assistance with your inbound freight arrangements, please contact our National Servicer at www.ges.com/chat.

Need Assistance?

Toll Free: 800.475.2098 | Tel: 702.515.5970 | www.ges.com/chat



RETURN TO: Global Experience Specialists, Inc. (GES) • 7000 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors
Contact us Online: www.ges.com/chat Phone: 800.475.2098 or 702.515.5970 for international exhibitors

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

Imaging USA

Gaylord Opryland Convention Center West, Hall C1 and C2
February 1 - 3, 2015

Form Deadline Date:
January 9, 2015

COMPANY NAME EMAIL ADDRESS BOOTH NUMBER

Transportation Plus: Ship With GES Logistics To Receive A 10.00% Savings On Material Handling. To set up your savings with Transportation Plus for domestic shipments please call 888.454.4437, or complete the GES Logistics - Domestic Shipping Quote Form (R-8) included in this exhibitor services manual and fax it to 702.515.5972, or email us at GESLogistics@ges.com. For international shipments complete the GES Logistics - International Shipping Quote Form (R-20) in this exhibitor services manual and fax it to 866.329.1437 or 702.263.1520, or email us at GESLogistic_International@ges.com. Call 888.454.4437 for a quote for any shipments that are under 5000 lbs. Transportation Plus does not apply to shipments that are considered Small Package, Local or shipments over 5000 lbs. **Round Trip shipping is required to qualify for Transportation Plus rates.**

Price List

Important Information

Advance Shipment to Warehouse (200 lbs. minimum per shipment)

Crated Materials			Special Handling Materials		
	Standard Rates	Transportation Plus Saving Rates		Standard Rates	Transportation Plus Saving Rates
ST/ST	\$ 52.00 cwt	\$ 46.80 cwt	ST/ST	\$ 67.60 cwt	\$ 60.84 cwt
ST/OT	\$ 64.25 cwt	\$ 57.83 cwt	ST/OT	\$ 83.53 cwt	\$ 75.18 cwt
OT/OT	\$ 77.25 cwt	\$ 69.53 cwt	OT/OT	\$ 100.43 cwt	\$ 90.39 cwt

Direct Shipment to Exhibit Site (200 lbs. minimum per shipment)

Crated Materials			Special Handling Materials		
	Standard Rates	Transportation Plus Saving Rates		Standard Rates	Transportation Plus Saving Rates
ST/ST	\$ 46.50 cwt	\$ 41.85 cwt	ST/ST	\$ 60.45 cwt	\$ 54.41 cwt
ST/OT	\$ 57.75 cwt	\$ 51.98 cwt	ST/OT	\$ 75.08 cwt	\$ 67.57 cwt
OT/OT	\$ 69.00 cwt	\$ 62.10 cwt	OT/OT	\$ 89.70 cwt	\$ 80.73 cwt

Uncrated Materials		
	Standard Rates	Transportation Plus Saving Rates
ST/ST	\$ 74.40 cwt	\$ 66.96 cwt
ST/OT	\$ 92.40 cwt	\$ 83.16 cwt
OT/OT	\$ 110.40 cwt	\$ 99.36 cwt

How To Know What Rates To Use Based On Show Move-In/Move-Out:

Straight Time: Monday through Friday 8:00 AM to 4:30 PM. Trucks signing in after 2:00 PM may be charged at the overtime rate.

Overtime: All other times, Saturdays, Sundays, Holidays.

ST/ST: If freight will be handled on straight time into the show and out of the show.

ST/OT: If freight will be handled one way on straight time and one way on overtime, either into the show or out of the show.

OT/OT: If freight will be handled on overtime into the show and out of the show.

Certified Weight Tickets Are Required For All Shipments:

Drivers with inbound shipments must check in at the GES warehouse or exhibit site by 2:00 PM to be guaranteed same day unloading. Warehouse receiving hours are Monday - Friday, 8:00 AM - 4:30 PM; Closed 12:00 PM - 1:00 PM & Holidays.

Advance Shipments to Warehouse: GES will receive uncrated carpet and pad at the warehouse. A special handling charge will apply on these shipments. **Price includes:** unloading crated freight (the warehouse cannot receive uncrated shipments); storing at warehouse for up to 25 days (any materials stored beyond 25 days will incur additional costs applied to your invoice); reloading onto trucks and delivery to the exhibit site; unloading freight and delivery to your booth; picking up, storing, and returning empty shipping containers; and reloading freight for return to your specified destination from exhibit site.

Direct Shipments to Exhibit Site: Price includes: unloading freight and delivery to your booth; picking up, storing, and returning empty shipping containers; and reloading freight for return to your specified destination from exhibit site. However, any materials shipped back to warehouse from exhibit site will incur additional costs applied to your invoice.

Small Packages: Cartons and envelopes received without documentation will be delivered without guarantee of piece count or condition. Maximum weight is 50 lbs. per shipment, per delivery. This includes UPS and Federal Express shipments. All shipments received via air carrier that do not fall under the small package category may be subject to special handling charges.

Measure of Damage: If found liable for any loss, GES' sole and exclusive maximum liability for loss or damage to Customer's Goods is limited to \$.50 (USD) per pound with a maximum liability of \$100 (USD) per container, or \$1,500.00 (USD) per shipment, whichever is less.

Arrival Dates and Surcharges for Shipments: Storage rates apply to shipments received before the published timeline. A 30% (\$50.00 minimum) surcharge will apply to all shipments received after the published timeline.

Advance Dates:

Mon, Jan 5, 2015: Advance shipments may begin arriving at warehouse.

Tue, Jan 27, 2015: Last day for shipments to arrive at warehouse.

The GES warehouse will be closed on January 2, 2015 in observance of the New Years holiday.

Direct Dates:

Fri, Jan 30, 2015: Direct shipments may begin arriving at exhibit site after 12:00 PM.

Sun, Feb 1, 2015: Last day for shipments to arrive at exhibit site by 10:00 AM.

Please Indicate Below

Calculate Total CWT (Enter in increments of 100's only; round up to the next 100 mark if your weight is more than 8 lbs. over the previous 100 mark. 200 pound minimum per shipment.)

_____ pounds ÷ 100 = _____ Total CWT

Shipment Will Be Sent To:

☐ Exhibit Site ☐ Warehouse

On Date: _____

By Carrier: _____

Total Number of Pieces: _____

We understand that your calculation is only an estimate. Invoicing will be done from the actual weight. Adjustments will be made accordingly.

Place Order Here

(Please Complete R-8 or R-20 for Using GES Logistics)

SMALL PACKAGE DESCRIPTION	PRICE	X QUANTITY	= TOTAL PRICE
Small Package, 1st Carton	\$ 49.50	1	\$
Small Package, Each Additional Carton	\$ 24.65		\$

MATERIAL HANDLING DESCRIPTION	PRICE	X CWT	= TOTAL PRICE
			\$
A. Payment Enclosed			\$

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.

Authorized Signature - Please Sign: X

AUTHORIZED NAME - PLEASE PRINT DATE

Need Assistance?

Toll Free: 800.475.2098 | Tel: 702.515.5970 | www.ges.com/chat



What is "Special" Handling?

Special Handling applies to shipments that are loaded in such a manner as to require additional labor and handling to unload or load out. An additional fee beyond the standard crated rate will apply.

Special Handling Includes:

Ground Loading

- Vehicles that are not dock height, preventing the use of loading docks.

Side Door Loading

- Shipments tendered for delivery in such a manner as to prevent access from the rear of the trailer.

Constricted Space Loading

- Freight loaded "high and tight" or down one side as to make shipments not readily available.

Designated Piece Loading

- When a trailer must be loaded in a particular sequence to ensure fit.

Stacked, Cubed-out, or Loose Shipments

- Shipments loaded in such a manner requiring items to be removed to ground level for delivery to booth.
- Items that would need to be unstacked/stacked, unstrapped/strapped, or loadbars to be removed/installed during the unload or load out process.

Multiple Shipments

- Shipments that are loaded mixed on the truck, failing to maintain shipment integrity and/or have multiple delivery areas.

Mixed Shipments

- Pieces for separate shipments that are loaded mixed throughout the delivery vehicle, or shipments of crated and uncrated goods where the percentage of uncrated is minimal and does not warrant full uncrated rate for shipment.

Improper Delivery Receipts

- Shipments that arrive without individual Bill of Lading. Possible examples might include: UPS, FedEx, company trucks, privately-owned vehicles.

Uncrated Shipments

- Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.

Special Handling Examples:



Side Door Loading



Constricted Space Loading



Stacked Shipments



Uncrated Shipment



Multiple Shipments

USE THESE SHIPPING LABELS AS THEY WILL EXPEDITE HANDLING. *Copies of these labels are acceptable if additional labels are needed.*

R-5



FROM:



TO:

FULL EXHIBITING COMPANY NAME AT SHOW

Imaging USA

NAME OF EXHIBITION

0510002657

BOOTH NUMBER

C/O GES
UPS Freight
45 Teledyne PI
La Vergne, TN 37086 USA

SHIPMENT SHOULD ARRIVE ON OR BETWEEN:

Monday, Jan 5, 2015 - Tuesday, Jan 27, 2015

The GES warehouse will be closed on January 2, 2015 in observance of the New Years holiday.

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS. Drivers must check in by 2:00 PM to be guaranteed same day unloading. Warehouse receiving hours are Monday - Friday, 8:00 AM - 4:30 PM; Closed 12:00 PM - 1:00 PM & Holidays.

Carrier _____
Number _____ of _____ pieces



FROM:



TO:

FULL EXHIBITING COMPANY NAME AT SHOW

Imaging USA

NAME OF EXHIBITION

0510002657

BOOTH NUMBER

C/O GES
UPS Freight
45 Teledyne PI
La Vergne, TN 37086 USA

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Carrier _____
Number _____ of _____ pieces





FROM:



TO:

FULL EXHIBITING COMPANY NAME AT SHOW

Imaging USA

NAME OF EXHIBITION

0510002657

BOOTH NUMBER

C/O GES

Gaylord Opryland Convention Center West, Hall C1 and C2
2815 Opryland Drive
Nashville, TN 37214 USA

SHIPMENT SHOULD ARRIVE ON OR BETWEEN:

Friday, Jan 30, 2015 after 12:00 PM - Sunday, Feb 1, 2015 by 10:00 AM

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS. Drivers must check in by 2:00 PM to be guaranteed same day unloading.

Carrier _____
Number _____ of _____ pieces



FROM:



TO:

FULL EXHIBITING COMPANY NAME AT SHOW

Imaging USA

NAME OF EXHIBITION

0510002657

BOOTH NUMBER

C/O GES

Gaylord Opryland Convention Center West, Hall C1 and C2
2815 Opryland Drive
Nashville, TN 37214 USA

SHIPMENT SHOULD ARRIVE ON OR BETWEEN:

Friday, Jan 30, 2015 after 12:00 PM - Sunday, Feb 1, 2015 by 10:00 AM

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS. Drivers must check in by 2:00 PM to be guaranteed same day unloading.

Carrier _____
Number _____ of _____ pieces



RETURN TO: Global Experience Specialists, Inc. (GES) • 7000 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors
Contact us Online: www.ges.com/chat Phone: 800.475.2098 or 702.515.5970 for international exhibitors

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

Imaging USA

Gaylord Opryland Convention Center West, Hall C1 and C2
February 1 - 3, 2015

Form Deadline Date:

January 9, 2015

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
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Complete this form for pre-printed outbound material handling documents (Bill of Lading) and shipping labels at the close of the show.

If this form is not received by GES by January 9, 2015, this pre-printing service will not be provided.

Step 1. Tell us the location of materials for pickup (show site address):

COMPANY/CONSIGNEE:		ATTENTION:		
STREET ADDRESS:	CITY:	STATE:	ZIP:	COUNTRY:
2815 Opryland Drive	Nashville	TN	37214	USA
PHONE:	FAX:	BOOTH NUMBER:		

Step 2. Tell us the location where freight should be sent:

SHIPPING DESTINATION 1:

Number of Labels Needed:

COMPANY/CONSIGNEE:		ATTENTION:		
STREET ADDRESS:	CITY:	STATE:	ZIP:	COUNTRY:
PHONE:	FAX:	BOOTH NUMBER:		

SHIPPING DESTINATION 2:

Number of Labels Needed:

COMPANY/CONSIGNEE:		ATTENTION:		
STREET ADDRESS:	CITY:	STATE:	ZIP:	COUNTRY:
PHONE:	FAX:	BOOTH NUMBER:		

Showsite Instructions: Once your shipment is packed and ready to be picked up, please return the outbound material handling order form to the **GES Servicer**®. Verify the piece count, weight, and that the signature is on the outbound material handling order form prior to shipping out. **Shipments without paperwork turned in will be returned to GES Warehouse or forced onto another carrier at Exhibitor's expense.**

GES does not accept responsibility for any exhibitor property left on the show floor unattended at any time for any reason.

Measure of Damage: If found liable for any loss, GES' sole and exclusive maximum liability for loss or damage to Customer's Goods is limited to \$.50 (USD) per pound with a maximum liability of \$100.00 (USD) per container, or \$1,500.00 (USD) per shipment, whichever is less.

RETURN TO: Global Experience Specialists, Inc. (GES) • 7000 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors
 Contact us Online: www.ges.com/chat Phone: 800.475.2098 or 702.515.5970 for international exhibitors

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Imaging USA

Gaylord Opryland Convention Center West, Hall C1 and C2
 February 1 - 3, 2015

Form Deadline Date:
 January 9, 2015

MANDATORY FORM*

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
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ALL EXHIBITORS MUST RETURN THIS FORM

1. Estimate total number of pieces being shipped:

- ☐ Crated
- ☐ Uncrated
- ☐ Machinery
- ☐ Total

2. Indicate total number of trucks in each category that you will use:

- ☐ Van Line
- ☐ Common Carrier
- ☐ Flatbed
- ☐ Co. Truck
- ☐ Overseas Container

3 List carrier name(s):

4. If using a Customs Broker, please print name:

 Phone Number _____

5. Print the name of person in charge of your move-in:

 Phone Number _____

6. What is the minimum number of days to set your display?

7. What is the weight of the single heaviest piece that must be lifted?

_____ lbs.

8. What is the total weight of your exhibit or equipment being shipped?

_____ lbs.

9. Is there any special handling equipment required to unload your exhibit materials, i.e. extended forklift blades, special slings, lifting bars. etc.?

It is the responsibility of the exhibitor to provide proper special handling instructions, and to ensure goods are packaged appropriately for shipment and movement by heavy equipment. Failure to provide special handling instructions will result in the elimination of any liability for loss or damage by GES.

DIRECT SHIPMENTS ONLY:

1. What date and time are you scheduling your shipment(s) to arrive on-site?

RETURN TO: Global Experience Specialists, Inc. (GES) • 7000 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors
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Imaging USA

Gaylord Opryland Convention Center West, Hall C1 and C2
 February 1 - 3, 2015

COMPANY NAME		EMAIL ADDRESS		BOOTH NUMBER:	
SHOWSITE CONTACT		SHOWSITE CONTACT PHONE #		DATE/TIME OF ARRIVAL	
CONTACT'S HOTEL (OPTIONAL)					
Pick Up Information					
DATE:		SHIPPING / RECEIVING HOURS (4 HOUR WINDOW REQUIRED):			
STREET ADDRESS:		CITY:		STATE: ZIP: COUNTRY:	
PICK UP CONTACT:		PHONE NUMBER:		FAX NUMBER:	
SHIPPING INSTRUCTIONS (ADDITIONAL CHARGES MAY APPLY):				MARK FOR WEEKEND PICK UP OR DELIVERY: ☐ Pick Up ☐ Delivery	

Delivery Information					
DATE:		RECEIVING HOURS:			
DESTINATION:		EXHIBITOR NAME:			
SHOW NAME:		BOOTH NUMBER:			
STREET ADDRESS:		CITY:		STATE: ZIP: COUNTRY:	
SHOW CONTRACTOR:		CONTACT:		PHONE NUMBER:	

Method of Shipment					
Ground: ☐ Less than a Truck Load ☐ Truck Load Rates (Price Per Shipment) Shipments 0-100 lbs.* Shipments 101 lbs. and up* *Subject to Applicable Surcharges			Air: ☐ Next Day ☐ 2nd Day ☐ Deferred * Dim weight or actual weight, whichever is greater, will apply to Next Day and 2nd Day.		Special Instructions (Additional Charges May Apply)

Weight & Dimensions (Final Weight Subject to Correct Weight & Dimensions)											
Mark "X" in the H/M column to designate hazardous materials as defined in Department of Transportation Regulations.											
LIST EACH PIECE	H/M	DIMENSIONS IN INCHES			EST. WEIGHT	LIST EACH PIECE	H/M	DIMENSIONS IN INCHES			EST. WEIGHT
		L x	W x	H				L x	W x	H	
		L x	W x	H				L x	W x	H	
		L x	W x	H				L x	W x	H	
		L x	W x	H				L x	W x	H	
		L x	W x	H				L x	W x	H	
		L x	W x	H				L x	W x	H	
		L x	W x	H				L x	W x	H	
Total Pieces:					Total Weight:					Hazardous Materials Contact Number	
You must read the Terms and Conditions of Contract under which GES provides transportation services to you, our valued customer. The Terms and Conditions may be downloaded by going to www.ges.com/terms/logistics.aspx . If you do not have internet capability, a copy of the Terms and Conditions may be obtained by contacting your GES Logistics representative at 1.888.454.4437.					I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.					() _____ - _____	
					Authorized Signature - Please Sign: X					AUTHORIZED NAME - PLEASE PRINT	
					I have read and agree to the Terms and Conditions of Contract and have the right and authority to bind the exhibiting company referenced herein to such terms.					DATE	

Measure of Damage: If found liable for any loss, GES' sole and exclusive maximum liability for loss or damage to Customer's Goods is limited to \$.50 (USD) per pound with a maximum liability of \$100.00 (USD) per container, or \$1,500.00 (USD) per shipment, whichever is less.

Subject to individually determined rates or contracts that have been agreed upon in writing between GES and shipper, if applicable, otherwise to the rates, classifications and rules that have been established by GES and are available to the shipper, on request; **By signing this order form, shipper agrees to be bound by all its terms and conditions.**

Need Assistance?

Toll Free: 800.475.2098 | Tel: 702.515.5970 | www.ges.com/chat



Get *GES Global Transportation Plus* and
Save 10%
On Material Handling



GES Logistics provides an integrated network of carriers that service transportation solutions to over 80 countries by land, air and sea. Documentation services include ATA Carnet and temporary import bonds for the most comprehensive worldwide support available.

GES Global Transportation Plus delivers these unique benefits:

- Save 10% on material handling when using GES Logistics round-trip shipping
- Consolidated invoicing for material handling and shipping charges
- Managed transportation to and from the show floor
- On-site customer support

Note: All international transportation services are subject to the terms, conditions, limits of liability and instructions as set forth by the carrier.

To request a quote call 702.515.5970 or contact us at logisticsquote.ges.com/international.

RETURN TO: Global Experience Specialists, Inc. (GES) • 7000 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors
Contact us Online: www.ges.com/chat Phone: 800.475.2098 or 702.515.5970 for international exhibitors

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Imaging USA

Gaylord Opryland Convention Center West, Hall C1 and C2
February 1 - 3, 2015

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
Pick Up Information		
PICKUP DATE:	SHIPPING / RECEIVING HOURS:	
STREET ADDRESS:	CITY:	PROVINCE: POSTAL CODE: COUNTRY:
PICK UP CONTACT:	PHONE NUMBER:	FAX NUMBER:
SHIPPING INSTRUCTIONS (ADDITIONAL CHARGES MAY APPLY):		MARK FOR WEEKEND PICK UP OR DELIVERY: ☐ Pick Up ☐ Delivery

Please complete the following information by either checking the appropriate box or by filling in the blank. Please be as thorough as possible as this will enable us to provide you with the most accurate cost estimate possible.

Method of Shipment			
Type of Customs Entry:	☐ Permanent (Sold/Giveaways)	Value of Permanent Goods (US\$): \$	
	☐ Temporary (To Return)	Value of Temporary Goods (US\$): \$	
Mode of Transport:	☐ Ocean FCL	☐ Ocean LCL	☐ AirFreight ☐ Truck
Type of Equipment for FCL:	☐ 40' Container	☐ 20' Container	☐ High Cube ☐ Other:
Commodity:			
Desired Delivery Date or Targeted Move-In Date:			

Weight & Dimensions (Final Weight Subject to Actual Weight & Dimensions)					
Detailed Description of Contents (1)	Length (2) cms	Width (3) cms	Height (4) cms	Net Weight (5) kilos	Value (US\$) (6)
					\$
					\$
					\$
					\$
					\$
					\$
					\$
					\$
					\$
					\$
					\$

Use a separate piece of paper if you need to provide additional weight and dimensions.

☐ Check this box if you would like to receive a return quote back to origin specified at the top of this form.

You must read the Terms and Conditions of Contract under which GES provides transportation services to you, our valued customer. The Terms and Conditions may be downloaded by going to www.ges.com/terms/logistics.aspx. If you do not have internet capability, a copy of the Terms and Conditions may be obtained by contacting your GES Logistics representative at 1.888.454.4437.

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.

Authorized Signature - Please Sign:

Total Gross Weight (7)	Total Value (8)
kilos	\$

AUTHORIZED NAME - PLEASE PRINT	DATE
--------------------------------	------

SPECIAL REQUIREMENTS (ADDITIONAL CHARGES MAY APPLY)

GES will not act as Importer of Record (IOR) or Ultimate Consignee regarding exhibitor freight and will not provide a Power of Attorney to any entity regarding exhibitor freight.

GES is acting as a broker only and is liable for cargo loss or damage only if it results from the negligence or willful misconduct of GES. If found liable for any loss, GES' and the transportation provider's sole and exclusive maximum liability for loss or damage to Customer's Goods is limited to \$.50 (USD) per pound per package, \$ 100.00 (USD) per package or \$ 1,500.00 (USD) per occurrence, whichever is less.

All international transportation services are subject to the terms, conditions, and limits of liability set forth by the international transportation provider. If loss or damage occurs during transit, the liability of the underlying air carrier is governed by Montreal Protocol #4 to the Warsaw Convention.

Subject to individually determined rates or contracts that have been agreed upon in writing between GES and shipper, if applicable, otherwise to the rates, classifications and rules that have been established by GES or its transportation provider and are available to the shipper on request. **By signing this order form, shipper agrees to be bound by all its terms and conditions.**

Need Assistance?

Toll Free: 800.475.2098 | Tel: 702.515.5970 | www.ges.com/chat



RETURN TO: Global Experience Specialists, Inc. (GES) • 7000 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors
Contact us Online: www.ges.com/chat Phone: 800.475.2098 or 702.515.5970 for international exhibitors

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Imaging USA

Gaylord Opryland Convention Center West, Hall C1 and C2
February 1 - 3, 2015

Form Deadline Date:
January 9, 2015

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
--------------	---------------	--------------

Special Freight Services — Small Passenger Vehicles Only!

Maximum Weight 200 lbs

- To facilitate the move-in and move-out of Exhibitors with small exhibit material shipments, Global Experience Specialists, Inc. (GES) is pleased to make available for hire, One (1) laborer with One (1) pushcart, for one (1) trips. Services can be made **one way** from the dock to your booth or your booth to the dock. Charges for these services are \$27.75 each way.
- This service is for those who have **small hand carry items** all of which must fit on a 2' x 6' push cart, in one trip only. **If you arrive with a truck, van, trailer, or truck with trailer filled with exhibit material you will not qualify for this service and will be redirected.**
- A cartload is eight (8) pieces or less, weighing less than 200 lbs. total. one (1) cartload trips allowed per booth.
- Your vehicle must unload on the receiving dock of the exhibit hall. GES personnel will direct vehicles. The cart is not authorized to enter or go to any parking structure. There must be two (2) people with the vehicle; one person to go with your product to the booth space and one person to remove your vehicle from the unloading area to the parking area.
- Freight that is too large or heavy will be charged Material Handling rates.** No personal trucks (one (1) ton & over), no rental trucks, trailers, or bobtails will be unloaded through cartload service.
- To receive this service, go to the Marshaling Yard and watch for the Cartload Service signs. Pre-orders will receive preferential service at show site, you may also order this service at the GES Servicenter.



Place Order Here

ITEM#	DESCRIPTION	PRICE	QUANTITY	TOTAL PRICE
200506	Dock to Booth	\$27.75	1	\$
200506	Booth to Dock	\$27.75	1	\$
A.	Payment Enclosed			\$

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.

Authorized Signature - Please Sign:

X

AUTHORIZED NAME - PLEASE PRINT

DATE

Need Assistance?

Toll Free: 800.475.2098 | Tel: 702.515.5970 | www.ges.com/chat



RETURN WITH G-2: PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM TO:

Global Experience Specialists, Inc. (GES) • 7000 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.
Imaging USA

 Gaylord Opryland Convention Center West, Hall C1 and C2
 February 1 - 3, 2015

Discount Deadline Date:

January 9, 2015

COMPANY NAME _____ EMAIL ADDRESS _____ BOOTH NUMBER _____

Vehicle placement on the trade show floor will be a round-trip fee of \$220.75 per vehicle. It is understood that this will apply to rolling stock, self-propelled, towed and/or pushed vehicles/machinery. GES will receive equipment at show site and deliver to the Exhibitor booth. We will also handle the outbound as an inclusive service.

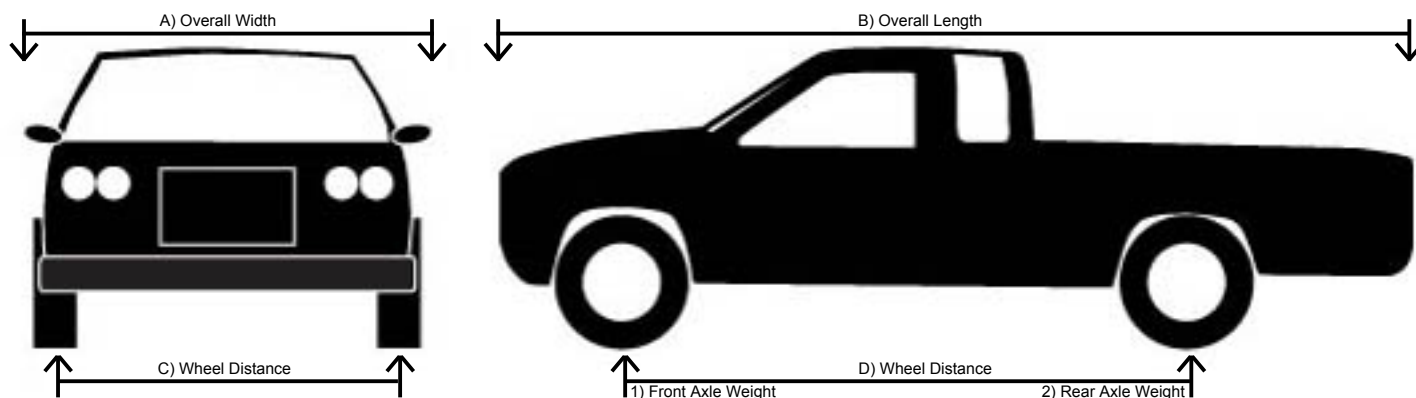
Vehicle placement must be Exhibitor Supervised. GES assumes no liability for loss, damage or bodily injury arising out of the placement of Exhibitor's vehicle. Exhibitor assumes the responsibility and any liability arising therefrom, for the work performed by union labor under Exhibitor's supervision. Exhibitors must stay clear during movement of the vehicle.

Exhibitor will be at show site on _____, 20_____, between _____ and _____ AM/PM to assist in the movement of the vehicle.

The City Fire Marshal requires that battery cables must be disconnected, place a protective covering under the vehicle, gas tank must either be taped shut or have a lockable gas cap and may contain no more than an eighth (1/8) tank of fuel. Exhibitor is responsible for checking local Fire Marshal rules and regulations for additional requirements.

Be advised that if you are planning to display a vehicle, you are required to provide the information listed on this page.

A GES Representative will contact you regarding a specific time when to have your vehicle ready to go onto the tradeshow floor.



Vehicle Description	A) Overall Width	B) Overall Length	Total Sq. Ft.	C) Wheel Distance	D) Wheel Distance	1) Front Axle Weight	2) Rear Axle Weight	Total Weight	Total Price
1.									\$
2.									\$
3.									\$
4.									\$
5.									\$

* For dual Axle vehicles measure distance from the front wheel to between the back wheels

A. Item # 200507 Payment Enclosed

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.

Authorized Signature - Please Sign: _____

X

AUTHORIZED NAME - PLEASE PRINT

DATE

RETURN WITH G-2: PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM & Q-2: PRICE LIST ORDER FORM TO:

Global Experience Specialists, Inc. (GES) • 7000 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors

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Imaging USA

Gaylord Opryland Convention Center West, Hall C1 and C2

February 1 - 3, 2015

Discount Deadline Date:

January 9, 2015

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER

Carpet

Standard Pre-Cut Carpet

ITEM CODE	DESCRIPTION	TAX (%)	DISCOUNT (\$)	REGULAR (\$)
5001	13 oz. Standard Carpet 10'x10'	9.5	107.00	160.75
5002	13 oz. Standard Carpet 10'x20'	9.5	235.50	353.50
5003	13 oz. Standard Carpet 10'x30'	9.5	385.50	514.25

Custom-Cut Carpet

ITEM CODE	DESCRIPTION	TAX (%)	DISCOUNT (\$)	REGULAR (\$)
5000	13 oz. Carpet Custom-Cut, Per Sq.Ft.	9.5	3.47	5.20
5006	26 oz. Plush Carpet Custom-Cut, Per Sq.Ft.	9.5	5.15	7.70
5007	50 oz. Ultra Plush Carpet Custom-Cut, Per Sq.Ft.	9.5	6.55	9.70

Padding

ITEM CODE	DESCRIPTION	TAX (%)	DISCOUNT (\$)	REGULAR (\$)
500400	Carpet Padding, 1/2" Thick, Per Sq.Ft.	9.5	2.04	3.05

Visqueen Plastic Covering for Protection

ITEM CODE	DESCRIPTION	TAX (%)	DISCOUNT (\$)	REGULAR (\$)
500410	Carpet Plastic Covering, Per Sq.Ft.	9.500	0.96	1.42

Carpet Package

Custom Cut Package

ITEM CODE	DESCRIPTION	TAX (%)	DISCOUNT (\$)	REGULAR (\$)
400021	13 oz. Carpet Package, Per Sq.Ft. Includes 10% Off: 13 oz. Standard Custom-Cut Carpet, Padding, Visqueen and 3 Day(s) Cleaning.	9.5	6.04	9.05
400022	26 oz. Plush Carpet Package, Per Sq.Ft. Includes 10% Off: 26 oz. Plush Custom-Cut Carpet, Padding, Visqueen, and 3 Day(s) Cleaning.	9.5	7.55	11.30
400023	50 oz. Ultra Plush Carpet Package, Per Sq.Ft. Includes 10% Off: 50 oz. Ultra Plush Custom-Cut Carpet, Padding, Visqueen, and 3 Day(s) of Cleaning.	9.5	8.81	13.10

Furniture and Accessories

Chairs

ITEM CODE	DESCRIPTION	TAX (%)	DISCOUNT (\$)	REGULAR (\$)
300051	Chair, Contemporary Arm, 23"W 18"D 31"H	9.5	59.00	89.00
300052	Chair, Contemporary Side, 19.5"W 18"D 31"H	9.5	51.50	77.25
300050	Chair, Plastic Contour, 18"W 18.5"D 32"H	9.5	34.75	52.50
300053	Stool, Contemporary, 17"W 18"D 48"H	9.5	62.25	93.00

Tables

ITEM CODE	DESCRIPTION	TAX (%)	DISCOUNT (\$)	REGULAR (\$)
300057	Table, Rectangle, 24"x36"x30" High	9.5	95.00	142.25
300056	Table, Square, 24"x24"x30" High	9.5	87.00	130.75
300059	Table, Starbase, 30" Diameter x 40" High	9.5	198.00	297.00
300058	Table, Starbase, 40" Diameter x 30" High	9.5	198.00	297.00

Skirted Tables

ITEM CODE	DESCRIPTION	TAX (%)	DISCOUNT (\$)	REGULAR (\$)
3004	Table 4', Skirted 4 Sides, 24" x 30" High	9.5	86.25	129.00
3006	Table 6', Skirted 3 Sides, 24" x 30" High	9.5	86.25	129.00
3008	Table 8', Skirted 3 Sides, 24" x 30" High	9.5	100.00	150.50
3007	Table, Skirt 4th Side	9.5	35.50	53.50

Unskirted Tables

ITEM CODE	DESCRIPTION	TAX (%)	DISCOUNT (\$)	REGULAR (\$)
300400	Table 4', Unskirted, 24" x 30" High	9.5	30.00	45.00
300600	Table 6', Unskirted, 24" x 30" High	9.5	30.00	45.00
300800	Table 8', Unskirted, 24" x 30" High	9.5	35.25	55.00

Skirted Counters

ITEM CODE	DESCRIPTION	TAX (%)	DISCOUNT (\$)	REGULAR (\$)
3014	Counter 4', Skirted 4 Sides, 24" x 42" High	9.5	116.25	174.75
3016	Counter 6', Skirted 3 Sides, 24" x 42" High	9.5	116.25	174.75
3018	Counter 8', Skirted 3 Sides, 24" x 42" High	9.5	129.75	194.50
3017	Counter, Skirt 4th Side	9.5	43.00	64.25

Risers

ITEM CODE	DESCRIPTION	TAX (%)	DISCOUNT (\$)	REGULAR (\$)
300191	Riser 4', Single Tier, 48"x8"x8" High	9.5	32.00	47.75
300192	Riser 6', Single Tier, 72"x8"x8" High	9.5	45.25	67.75

Custom Booth Drape

ITEM CODE	DESCRIPTION	TAX (%)	DISCOUNT (\$)	REGULAR (\$)
3001	Drape, 3' High, Per Foot, 4' Minimum	9.5	13.15	19.80

Custom Booth Drape

3002	Drape, 8' High, Per Foot, 4' Minimum	9.5	15.95	23.90
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Display Furniture

ITEM CODE	DESCRIPTION	TAX (%)	DISCOUNT (\$)	REGULAR (\$)
300074	Display Case 4', Full View	9.5	451.25	677.00
300082	Display Case 6', Full View	9.5	478.25	717.00
300083	Display Case 6', Half View	9.5	478.25	717.00
300084	Display Case 6', Quarter View	9.5	478.25	717.00

Accessories

ITEM CODE	DESCRIPTION	TAX (%)	DISCOUNT (\$)	REGULAR (\$)
300124	Aisle Stanchion Chain, Plastic, Per Foot	9.5	4.07	6.10
300123	Aisle Stanchion, without Chain	9.5	38.50	57.75
300103	Aluminum Easel	9.5	52.25	78.50
300111	Bag Stand	9.5	71.75	107.75
300102	Coat Rack	9.5	71.75	107.75
300104	Garment Rack	9.5	71.75	107.75
300106	Literature Rack	9.5	119.25	179.50
300201	Pegboard, White, 4'x8'	9.5	135.25	202.75
300131	Security Cage, Large, without Lock	9.5	397.75	596.75
300132	Security Cage, Small, without Lock	9.5	265.00	397.00
300120	Sign Holder, Bell Base	9.5	65.25	98.25
300108	Sign Holder, Chrome, 22"x28"	9.5	65.25	98.25
300211	Tackboard, 4'x8'	9.5	142.75	214.00
300112	Ticket Tumbler, Small, Table Top	9.5	111.75	167.75
300113	Wastebasket	9.5	12.85	19.30
300118	Waterfall Stand	9.5	71.75	107.75

Furniture Package

Furniture Package 1

ITEM CODE	DESCRIPTION	TAX (%)	DISCOUNT (\$)	REGULAR (\$)
400011	Furniture Package 1 Includes 10% Off: (2) Plastic Contour Chairs, (1) 6' Skirted Table 24"x30", (1) Wastebasket.	9.5	151.74	227.97

Furniture Package 2

ITEM CODE	DESCRIPTION	TAX (%)	DISCOUNT (\$)	REGULAR (\$)
400012	Furniture Package 2 Includes 10% Off: (4) Contemporary Arm Chairs, (1) Starbase Table 40"x30", (1) Wastebasket.	9.5	402.17	605.07

Specialty Furniture

Seating - Sofas and Loveseats

ITEM CODE	DESCRIPTION	TAX (%)	DISCOUNT (\$)	REGULAR (\$)
305066	Loveseat, Black Leather, 64"L 36"D 34"H	9.5	652.25	978.75
305068	Loveseat, Key West, Black, 57"L 35"D 33"H	9.5	321.25	482.00
305067	Loveseat, Newport, Charcoal Leather, 54"L 34"D 33"H	9.5	715.50	1,073.25
305118	Sectional, 3 pc., Newport, Charcoal, 113"L 34"D 33"H	9.5	1,415.50	2,123.25
305120	Sectional, South Beach, 3 pc., Platinum, 152"L 40"D 33"H	9.5	1,305.00	1,957.50
305236	Sofa, Allegro, Blue Fabric, 73"L 34.5"D 29.5"H	9.5	610.00	915.00
305125	Sofa, Key West, Black, 85"L 35"D 33"H	9.5	507.25	761.00
305121	Sofa, Lisbon, Black Leather, 88"L 36"D 34"H	9.5	713.00	1,069.00
305116	Sofa, Marrakesh, Light Beige, 84"L 37"D 34"H	9.5	614.00	921.00
305124	Sofa, Memphis, 55"L 31"D 28"H	9.5	652.25	978.75
305226	Sofa, Mirabel, Brown Leather, 76"L 35"D 32"H	9.5	769.00	1,150.00
305221	Sofa, Roma, White Vinyl, 78"L 31"D 33"H	9.5	783.00	1,170.00
305119	Sofa, South Beach, Platinum Suede, 69"L 29"D 33"H	9.5	593.00	889.75

Seating - Club Chairs

ITEM CODE	DESCRIPTION	TAX (%)	DISCOUNT (\$)	REGULAR (\$)
305235	Chair, Allegro, Blue Fabric, 36"L 34.5"D 29.5"H	9.5	483.00	725.00
305072	Chair, Barcelona, Black, 30"L 31"D 35"H	9.5	722.50	1,083.75
305073	Chair, Barcelona, White, 30"L 30"D 31"H	9.5	789.50	1,184.75
305180	Chair, Globus, 28"L 26"D 28"H	9.5	333.00	499.75
305178	Chair, Lisbon, Black Leather, 40"L 36"D 34"H	9.5	496.00	743.75
305080	Chair, Marrakesh, Light Beige, 34"L 37"D 38"H	9.5	427.25	641.25
305127	Chair, Memphis, 27.25"L 31.75"D 27.5"H	9.5	418.50	627.75
305225	Chair, Mirabel, Brown Leather, 36"L 35"D 32"H	9.5	469.00	704.00
305179	Chair, Newport, Charcoal Leather, 24"L 34"D 33"H	9.5	423.75	636.00
305220	Chair, Roma, White Vinyl, 37"L 31"D 33"H	9.5	484.00	726.00
305070	Chair, Tub, Key West, Black, 31"L 31"D 31"H	9.5	160.75	348.25
305035	Corner, Charcoal Leather, 34"L 34"D 33"H	9.5	491.75	738.00

051002657



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COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER

Seating - Chairs

ITEM CODE	DESCRIPTION	TAX (%)	DISCOUNT (\$)	REGULAR (\$)
305152	Chair, Altura, Guest, 25"L 20"D 34"H	9.5	274.50	411.75
305041	Chair, Berlin, Black/White, 18"L 22"D 32"H	9.5	111.75	167.75
305042	Chair, Berlin, Red/White, 18"L 22"D 32"H	9.5	111.75	167.75
305110	Chair, Brewer, Black, 20"L 20"D 32"H	9.5	137.25	206.00
305109	Chair, Brewer, Gray, 20"L 20"D 32"H	9.5	137.25	206.00
305231	Chair, Fusion, Clear/White, 19"L 21"D 32"H	9.5	132.00	198.00
305230	Chair, Fusion, Green/White, 19"L 21"D 32"H	9.5	132.00	198.00
305232	Chair, Fusion, Red/White, 19"L 21"D 32"H	9.5	132.00	198.00
305079	Chair, Ice Transparent/Chrome, 17.25"L 20"D 32"H	9.5	200.50	301.00
305034	Chair, Iso Mesh Black, 36"L 24"D 38"H	9.5	287.00	430.75
305111	Chair, Jetson, 19"L 18"D 31"H	9.5	181.75	273.00
305149	Chair, Luxor, Guest, 27"L 28"D 40"H	9.5	302.75	454.00
305108	Chair, New York, 23"L 32"D 33"H	9.5	187.00	280.50
305115	Chair, Panton, White, 20"L 34"D 33"H	9.5	198.00	297.00
305069	Chair, T-Vac Translucent, 25"L 23"D 30"H	9.5	281.75	422.50

Seating - Ottomans

ITEM CODE	DESCRIPTION	TAX (%)	DISCOUNT (\$)	REGULAR (\$)
305088	Ottoman, Bench, Black, 24"L 60"D 17"H	9.5	379.50	569.50
305089	Ottoman, Bench, White, 24"L 60"D 17"H	9.5	379.50	569.50
305085	Ottoman, Cube, Black, 17"L 17"D 18"H	9.5	99.00	148.75
305093	Ottoman, Cube, White Leather, 17"L 17"D 18"H	9.5	97.25	145.50
305086	Ottoman, Half Round, Black, 72"L 36"D 17"H	9.5	377.75	567.00
305087	Ottoman, Half Round, White, 72"L 36"D 17"H	9.5	377.75	567.00
305240	Ottoman, Puzzle Bench, White, 48"L 24"D 18"H	9.5	305.00	458.00
305092	Ottoman, South Beach, Wedge, Platinum, 25"L 31"D 18"	9.5	226.75	340.00
305090	Ottoman, Square, Black, 40"L 40"D 17"H	9.5	316.50	475.00
305091	Ottoman, Square, White, 40"L 40"D 17"H	9.5	316.50	475.00
305246	Ottoman, Vibe Cube, Blue, Vinyl, 18"L 18"D 18"	9.5	109.00	164.00
305242	Ottoman, Vibe Cube, Champagne, Vinyl, 18"L 18"D 18"	9.5	109.00	164.00
305243	Ottoman, Vibe Cube, Gold/Bronze, Vinyl, 18"L 18"D 18"	9.5	109.00	164.00
305241	Ottoman, Vibe Cube, Green, Vinyl, 18"L 18"D 18"	9.5	109.00	164.00
305244	Ottoman, Vibe Cube, Pink, Vinyl, 18"L 18"D 18"	9.5	109.00	164.00
305245	Ottoman, Vibe Cube, Red, Vinyl, 18"L 18"D 18"	9.5	109.00	164.00
305247	Ottoman, Vibe Cube, Yellow, Vinyl, 18"L 18"D 18"	9.5	109.00	164.00

Seating - Office and Utility Seating

ITEM CODE	DESCRIPTION	TAX (%)	DISCOUNT (\$)	REGULAR (\$)
305150	Chair, Altura, High Back, 25"L 25"D 43"H Adj.	9.5	332.50	499.00
305151	Chair, Altura, Med. Back, 25"L 25"D 37"H Adj.	9.5	318.00	476.50
305114	Chair, Flex with Wheels, 24"L 22"D 31"H	9.5	148.50	222.50
305147	Chair, Luxor, High Back, 27"L 28"D 47"H Adj.	9.5	374.50	561.50
305148	Chair, Luxor, Med. Back, 27"L 28"D 41"H Adj.	9.5	340.25	510.75
305076	Chair, Otto, Highback Black, 23"L 21"D 43"H	9.5	424.25	636.25
305126	Chair, Task, 25"L 26"D 21"H	9.5	134.75	202.00
305112	Chair, Tilt with Arms, Black, 26"L 25"D 34"H	9.5	255.50	383.25
305043	Stool, Drafting, 25"L 26"D 34"H	9.5	195.75	293.75

Seating - Barstools

ITEM CODE	DESCRIPTION	TAX (%)	DISCOUNT (\$)	REGULAR (\$)
305012	Barstool, Banana, Black, 21"L 22"D 30"H	9.5	146.75	220.25
305013	Barstool, Banana, White, 21"L 22"D 30"H	9.5	146.75	220.25
305010	Barstool, Gin, Maple, 16"L 16"D 29"H	9.5	189.25	284.00
305023	Barstool, Ice, Transparent/Chrome, 16.75"L 16"D 32"H	9.5	200.00	300.25
305011	Barstool, Jetson, Black, 18"L 19"D 29"H	9.5	242.50	364.25
305006	Barstool, Ohio, Black, 18" Round 31"H Adj.	9.5	210.25	315.00
305007	Barstool, Ohio, Grey, 18" Round 31"H Adj.	9.5	210.25	315.00
305005	Barstool, Ohio, Red, 18" Round 31"H Adj.	9.5	210.25	315.00
305009	Barstool, Oslo, Blue, 17"L 20"D 30"H	9.5	268.25	402.75
305008	Barstool, Oslo, White, 17"L 20"D 30"H	9.5	268.25	402.75
305206	Barstool, Shark Swivel, White/Chrome Base, 22"L 19"D 34"	9.5	349.00	524.00
305207	Barstool, Zooley Swivel, White/Chrome Base, 15"Lx17"Dx	9.5	319.00	479.00

Tables - Cafe

ITEM CODE	DESCRIPTION	TAX (%)	DISCOUNT (\$)	REGULAR (\$)
305162	Table, Cafe, Blue/Black, 30" Round 29"H	9.5	206.00	309.50
305154	Table, Cafe, Blue/Chrome, 30" Round 29"H	9.5	275.25	413.00
305164	Table, Cafe, Graphite/Black, 30" Round 29"H	9.5	206.00	309.50
305167	Table, Cafe, Graphite/Black, 36" Round 29"H	9.5	241.00	361.75
305156	Table, Cafe, Graphite/Chrome, 30" Round 29"H	9.5	275.25	413.00
305159	Table, Cafe, Graphite/Chrome, 36" Round 29"H	9.5	326.75	489.75
305166	Table, Cafe, Grey/Black, 36" Round 29"H	9.5	241.00	361.75
305158	Table, Cafe, Grey/Chrome, 36" Round 29"H	9.5	326.75	489.75
305165	Table, Cafe, Maple/Black, 30" Round 29"H	9.5	206.00	309.50
305168	Table, Cafe, Maple/Black, 36" Round 29"H	9.5	241.00	361.75
305157	Table, Cafe, Maple/Chrome, 30" Round 29"H	9.5	275.25	413.00

Tables - Cafe

305160	Table, Cafe, Maple/Chrome, 36" Round 29"H	9.5	326.75	489.75
305161	Table, Cafe, Red/Black, 30" Round 29"H	9.5	206.00	309.50
305153	Table, Cafe, Red/Chrome, 30" Round 29"H	9.5	275.25	413.00
305163	Table, Cafe, Silver/Black, 30" Round 29"H	9.5	266.75	400.50
305155	Table, Cafe, Silver/Chrome, 30" Round 29"H	9.5	335.25	502.75

Tables - Bar

ITEM CODE	DESCRIPTION	TAX (%)	DISCOUNT (\$)	REGULAR (\$)
305131	Table, Bar, Blue/Black, 30" Round 42"H	9.5	214.50	322.00
305140	Table, Bar, Blue/Chrome, 30" Round 42"H	9.5	279.75	420.25
305133	Table, Bar, Graphite/Black, 30" Round 42"H	9.5	214.50	322.00
305136	Table, Bar, Graphite/Black, 36" Round 42"H	9.5	264.25	396.00
305142	Table, Bar, Graphite/Chrome, 30" Round 42"H	9.5	279.75	420.25
305145	Table, Bar, Graphite/Chrome, 36" Round 42"H	9.5	330.00	494.75
305135	Table, Bar, Grey/Black, 36" Round 42"H	9.5	264.25	396.00
305144	Table, Bar, Grey/Chrome, 36" Round 42"H	9.5	330.00	494.75
305134	Table, Bar, Maple/Black, 30" Round 42"H	9.5	214.50	322.00
305137	Table, Bar, Maple/Black, 36" Round 42"H	9.5	264.25	396.00
305143	Table, Bar, Maple/Chrome, 30" Round 42"H	9.5	279.75	420.25
305146	Table, Bar, Maple/Chrome, 36" Round 42"H	9.5	330.00	494.75
305130	Table, Bar, Red/Black, 30" Round 42"H	9.5	214.50	322.00
305139	Table, Bar, Red/Chrome, 30" Round 42"H	9.5	279.75	420.25
305132	Table, Bar, Silver/Black, 30" Round 42"H	9.5	279.75	420.25
305141	Table, Bar, Silver/Chrome, 30" Round 42"H	9.5	346.75	520.25

Tables - Cocktail

ITEM CODE	DESCRIPTION	TAX (%)	DISCOUNT (\$)	REGULAR (\$)
305017	Table, Cocktail, Geo, Black, 50"L 22"D 16"H	9.5	219.50	329.25
305014	Table, Cocktail, Geo, Chrome, 50"L 22"D 16"H	9.5	225.50	338.25
305020	Table, Cocktail, Inspiration, 42"L 28"D 18"H	9.5	295.25	443.25
305210	Table, Cocktail, Oliver, 47"L 27"D 19"H	9.5	216.00	324.00
305016	Table, Cocktail, Silverado, 36" Round 17"H	9.5	259.50	389.50
305015	Table, Cocktail, Soho, 38"L 38"D 18.5"H	9.5	340.25	510.75
305025	Table, Cocktail, Sydney Black, 48"L 26"D 18"H	9.5	306.00	459.25
305024	Table, Cocktail, Sydney White, 48"L 26"D 18"H	9.5	306.00	459.25

Tables - End Tables

ITEM CODE	DESCRIPTION	TAX (%)	DISCOUNT (\$)	REGULAR (\$)
305047	Table, End, Geo, Black, 26"L 26"D 20"H	9.5	196.25	294.50
305044	Table, End, Geo, Chrome, 26"L 26"D 20"H	9.5	203.75	305.75
305049	Table, End, Inspiration, 24"L 28"D 22"H	9.5	279.25	419.50
305211	Table, End, Oliver, 22" Round 22"H	9.5	191.00	287.00
305046	Table, End, Silverado, 24" Round 22"H	9.5	243.25	365.50
305045	Table, End, Soho, 26"L 26"D 27"H	9.5	295.25	443.25
305050	Table, End, Sydney, Black, 27"L 23"D 22"H	9.5	225.50	338.25
305048	Table, End, Sydney, White, 27"L 23"D 22"H	9.5	225.50	338.25

Tables - Conference

ITEM CODE	DESCRIPTION	TAX (%)	DISCOUNT (\$)	REGULAR (\$)
305175	Table, Conf., Geo, Black, 42"L 42"D 29"H	9.5	248.50	373.00
305176	Table, Conf., Geo, Black, 60"L 36"D 29"H	9.5	401.00	601.00
305173	Table, Conf., Geo, Chrome, 42"L 42"D 29"H	9.5	262.75	394.50
305174	Table, Conf., Geo, Chrome, 60"L 36"D 29"H	9.5	401.00	601.00
305027	Table, Conf., Graphite, 42" Round 29"H	9.5	330.00	494.75
305028	Table, Conf., Graphite, 72"L 36"D 29"H	9.5	445.50	668.50
305029	Table, Conf., Graphite, 96"L 36"D 29"H	9.5	548.25	822.50
305170	Table, Conf., Gray, 42" Round 29"H	9.5	331.75	498.00
305171	Table, Conf., Gray, 72"L 36"D 29"H	9.5	445.50	668.50
305172	Table, Conf., Gray, 96"L 36"D 29"H	9.5	548.25	822.50
305033	Table, Conf., Mahogany, 120"L 42"W 29"H	9.5	608.75	913.00
305030	Table, Conf., Mahogany, 42" Round, 42"L 42"W 29"H	9.5	345.00	517.25
305031	Table, Conf., Mahogany, 72"L 42"W 29"H	9.5	407.75	611.75
305032	Table, Conf., Mahogany, 96"L 42"W 29"H	9.5	499.50	749.50
305177	Table, Conf., Manhattan, 42" Round 29"H	9.5	300.50	450.50
305208	Table, Nova, Oval, White/Silver Legs, 71"L 35.5"D 29"H	9.5	517.00	776.00

Tables - Martini Bar

ITEM CODE	DESCRIPTION	TAX (%)	DISCOUNT (\$)	REGULAR (\$)
305004	Table, Bar, Martini 3 pc., 100"L 100"D 47"H	9.5	2,880.75	4,321.25
305003	Table, Bar, Martini, 50"L 50"D 47"H	9.5	1,083.00	1,624.50

Product Display

ITEM CODE	DESCRIPTION	TAX (%)	DISCOUNT (\$)	REGULAR (\$)
305002	Bookcase, Graphite, 36"L 13"D 71"H	9.5	321.00	481.50
305001	Bookcase, Mahogany, 36"L 13"D 71"H	9.5	321.00	481.50
305053	Etager, Black, 30"L 16"D 70"H	9.5	290.00	435.00
305052	Etager, Pewter, 30"L 16"D 70"H	9.5	290.00	435.00
305215	Pedestal, Black Plastic, 24"L 24"D 36"H	9.5	358.00	537.00

051002657



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COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER

Product Display

305216	Pedestal, Black Plastic, 24"L 24"D 42"H	9.5	422.00	633.00
305103	Pedestal, Locking Door, Black, 24"L 24"D 42"H	9.5	428.25	642.25

Office and Utility Furniture

ITEM CODE	DESCRIPTION	TAX (%)	DISCOUNT (\$)	REGULAR (\$)
305040	Credenza, Graphite, 72"L 24"D 29"H	9.5	449.25	674.25
305039	Credenza, Mahogany, 72"L 24"D 29"H	9.5	525.50	788.25
305057	Desk, Executive, Graphite, 60"L 30"D 29"H	9.5	442.25	663.25
305056	Desk, Executive, Mahogany, 60"L 30"D 29"H	9.5	487.25	730.50
305138	Desk, Writing, Graphite, 48"L 24"D 30"H	9.5	267.75	401.75
305059	File, Lateral, Graphite, 36"L 20"D 29"H	9.5	379.50	569.50
305058	File, Lateral, Mahogany, 36"L 20"D 29"H	9.5	407.75	611.75
305106	Kiosk, Black/Maple, 24"L 21"D 42"H	9.5	435.75	653.75
305104	Podium, Lecturn, Cherry, 24"L 19"D 50"H	9.5	274.50	411.75
305038	Table, Computer, Graphite, 36"L 30"D 42"H	9.5	289.75	434.50

Lamps

ITEM CODE	DESCRIPTION	TAX (%)	DISCOUNT (\$)	REGULAR (\$)
305204	Lamp, Floor, Mason, Silver, 18" Round 55"H	9.5	191.00	287.00
305203	Lamp, Floor, Trovato, LED, White, 7"L 7"D 72"H	9.5	349.00	524.00
305205	Lamp, Table, Mason, Silver, 16" Round 26"H	9.5	258.00	387.00
305202	Lamp, Table, Trovato, White, 7"L 7"D 26"H	9.5	275.00	413.00

Convenience Packages

GEM Package

ITEM CODE	DESCRIPTION	TAX (%)	DISCOUNT (\$)	REGULAR (\$)
404200	GEM #3 10' x 10' Package Includes: (1) 10' x 10' Standard Exhibit System, (1) 10' x 10' Standard 13oz Carpet, (3) Contemporary Stools, (1) Starbase Table 30"x40", (1) Wastebasket.	9.5	3,045.35	4,567.05
404201	GEM #4 10' x 20' Package Includes: (1) 10' x 20' Standard Exhibit System, (1) 10' x 20' Standard 13oz Carpet, (2) Contemporary Stools, (1) Wastebasket.	9.5	5,958.85	8,937.55

Standard Furniture Package

ITEM CODE	DESCRIPTION	TAX (%)	DISCOUNT (\$)	REGULAR (\$)
404001	Chair Package A Includes: (2) Contemporary Arm Chairs, (1) Starbase Table 40"x30", (1) Wastebasket.	9.5	328.85	494.30
404023	Display Case Package A Includes: (2) Contemporary Stools, (1) Starbase Table 30"x40", (1) 6' Half View Display Case.	9.5	800.75	1,200.00
404024	Display Case Package B Includes: (2) Contemporary Arm Chairs, (1) Starbase Table 40"x30", (1) 6' Half View Display Case.	9.5	794.25	1,192.00
404011	Stool Package A Includes: (2) Contemporary Stools, (1) Starbase Table 30"x40", (1) Wastebasket.	9.5	335.35	502.30

Standard Skirted Furniture Package

ITEM CODE	DESCRIPTION	TAX (%)	DISCOUNT (\$)	REGULAR (\$)
404002	Chair Package B Includes: (2) Contemporary Arm Chairs, (1) 6' Skirted Table 24"x30", (1) Wastebasket.	9.5	217.10	326.30
404012	Stool Package B Includes: (2) Contemporary Stools, (1) 6' Skirted Counter 24"x42", (1) Wastebasket.	9.5	253.60	380.05

Specialty Furniture Package

ITEM CODE	DESCRIPTION	TAX (%)	DISCOUNT (\$)	REGULAR (\$)
404104	Bar Package Includes: (2) White Oslo Barstools, (1) Martini Bar.	9.5	1,619.50	2,430.00
404101	Barcelona Club Package Includes: (2) Black Barcelona Chairs, (1) Inspiration End Table.	9.5	1,724.25	2,587.00
404103	Deluxe Chair Package Includes: (2) New York Chairs, (1) Cafe Table 36"x29".	9.5	700.75	1,050.75
404110	Newport Collection Includes: (1) 3-Piece Newport Sectional (Charcoal Leather), (1) Soho Coffee Table.	9.5	1,755.75	2,634.00
404107	Premium Chair Package Includes: (2) Black Brewer Chairs, (1) Bar Table 36"x29".	9.5	601.25	901.75
404105	Premium Pedestal Package Includes: (2) Black Banana Barstools, (1) Locking Pedestal.	9.5	721.75	1,082.75
404106	Premium Stool Package Includes: (2) White Banana Barstools, (1) Bar Table 30"x42".	9.5	573.25	860.75
404108	South Beach Club Collection Includes: (1) White Half-Round Ottoman, (1) 3-Piece South Beach Sectional (Platinum Suede).	9.5	1,682.75	2,524.50

Standard Exhibits

20x20 Exhibits

ITEM CODE	DESCRIPTION	DISCOUNT (\$)	REGULAR (\$)
600005	Exhibit System GEM #5, 20'x20' Island	9.5	8,655.75 12,983.25

10x20 Exhibits

ITEM CODE	DESCRIPTION	TAX (%)	DISCOUNT (\$)	REGULAR (\$)
600004	Exhibit System GEM #4, 10'x20' Inline	9.5	5,821.50	8,732.25

10x10 Exhibits

ITEM CODE	DESCRIPTION	TAX (%)	DISCOUNT (\$)	REGULAR (\$)
600002	Exhibit System GEM #2, 10'x10' Inline	9.5	1,403.75	2,105.75
600003	Exhibit System GEM #3, 10'x10' Inline	9.5	2,647.75	3,971.75

6ft Table Display

ITEM CODE	DESCRIPTION	TAX (%)	DISCOUNT (\$)	REGULAR (\$)
600001	Exhibit System GEM #1, 6' Tabletop Display	9.5	1,324.00	1,986.00

Accessories

ITEM CODE	DESCRIPTION	TAX (%)	DISCOUNT (\$)	REGULAR (\$)
600410	Exhibit, Ad Board, 1M x 8'	9.5	457.50	686.75
600110	Exhibit, Armlight Black	9.5	68.00	102.25
600103	Exhibit, Counter, 1M Curved	9.5	632.00	948.00
600101	Exhibit, Counter, 1M x 1/2M x 40"H	9.5	319.50	479.25
600102	Exhibit, Counter, 2M x 1/2M x 40"H	9.5	437.75	656.75
600221	Exhibit, Light Box, Large 37"x85"	9.5	581.25	872.25
600222	Exhibit, Light Box, Medium 37"x56"	9.5	458.75	688.25
600223	Exhibit, Light Box, Small 37"x28"	9.5	283.75	425.25
661931	Exhibit, Panel, Slatwall, 1M x 8'	9.5	400.75	600.50
600291	Exhibit, Panel, Wirewall, 1M	9.5	391.50	587.25
600243	Exhibit, Shelf, 1M x 10' Deep	9.5	53.25	80.00

Graphics and Signage

Graphics and Signage

ITEM CODE	DESCRIPTION	TAX (%)	DISCOUNT (\$)	REGULAR (\$)
600505	Sign, 10"x60"	9.5	168.00	252.00
600506	Sign, 11"x14"	9.5	43.75	65.50
600507	Sign, 14"x22"	9.5	52.75	79.25
600508	Sign, 14"x44"	9.5	101.75	153.00
600509	Sign, 20"x60"	9.5	282.25	423.25
600510	Sign, 22"x28"	9.5	73.50	110.50
600512	Sign, 28"x44"	9.5	105.00	157.50
600514	Sign, 40"x60"	9.5	476.00	714.25
600515	Sign, 48"x96"	9.5	767.50	1,151.50
600501	Sign, 7"x11"	9.5	30.00	46.00
600534	22"W x 28"H Vertical Sign w/ Sign Holder, Double Sided	9.5	237.00	356.00
600533	22"W x 28"H Vertical Sign w/ Sign Holder, Single Sided	9.5	183.00	275.00
600535	72"W x 36"H Vinyl Banner (horizontal or vertical) w/ Silver Grommets, Single Sided	9.5	194.00	291.00
600528	Freestanding 24"W x 84"H Vertical Ad Board w/ Cardboard Base, Double Sided	9.5	350.00	525.00
600526	Freestanding 24"W x 84"H Vertical Ad Board w/ Cardboard Base, Single Sided	9.5	215.00	323.00
600529	Freestanding 38"W x 84"H Vertical Ad Board w/ Cardboard Base, Double Sided	9.5	458.00	687.00
600527	Freestanding 38"W x 84"H Vertical Ad Board w/ Cardboard Base, Single Sided	9.5	323.00	485.00
601099	Printed Cardboard Base for Freestanding Boards	9.5	21.05	31.50

Easel Back

ITEM CODE	DESCRIPTION	DISCOUNT (\$)	REGULAR (\$)
600547	Easel Back	9.5	10.20 15.25

RETURN WITH G-2: PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM & Q-2: PRICE LIST ORDER FORM TO:

Global Experience Specialists, Inc. (GES) • 7000 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

COMPANY NAME

EMAIL ADDRESS

BOOTH NUMBER

Carpet Information

Prices include delivery, rental, and removal. Labor to install carpet is included when the carpet is installed on a flat floor space prior to exhibit installation. Labor will be charged at published rates when installation is required for stairs, platforms, risers, meeting rooms, or other installations post exhibit installation.

Precut

Custom-cut carpet is required for all booths larger than 30', or for booths configured as island or peninsula.

Custom Cut

Guaranteed to be high quality carpet, and includes visqueen plastic covering. Custom-Cut carpet orders must be received 14 days prior to move-in to guarantee delivery and color selection. Custom-Cut Carpet can be custom-dyed and we offer discounts for orders exceeding 2,000 square feet (please call for a quote). Custom dye orders require 30 days to process. A minimum of 100 square feet is required for custom-cut carpet orders.

Padding

GES offers the finest padding used in the industry, a 5/8" double-netted rebond pad. We guarantee your satisfaction.

Cancellation Policy

Custom Size Booth Carpet cancelled after being cut will be charged **100%**. All other carpet cancelled will be charged **50%** of original price after move-in begins and **100%** of original price after installation.

Furniture & Accessories Information

Prices include delivery, rental, installation, and removal. Please include Booth Layout Form (H-3) for placement of items.

Orders received within three (3) weeks prior show move-in are subject to availability and/or substitutions.

Cancellation Policy

Items cancelled will be charged **50%** of original price after move-in begins and **100%** of original price after installation.

Specialty Furniture Information

Prices include delivery, rental, installation, and removal. Please include Booth Layout Form (H-3) for placement of items. Custom orders are available. Please call for quote.

Orders received within three (3) weeks prior show move-in are subject to availability and/or substitutions.

Cancellation Policy

Items cancelled will be charged **100%** of original price after move-in begins.

Standard Exhibits Information

Prices include delivery, rental, installation, and removal. For Custom Exhibits, please send a request to email address exhibitdesign@ges.com.

Cancellation Policy

Due to material and labor costs, orders cancelled before move-in begins will be charged **50%** of original price. Similarly, orders cancelled after move-in begins will be charged **100%** of original price.

Graphics & Signage Information

We offer complete graphics services from Design to Print!

We can create custom graphics to fit any of your needs, including:

- Pressure Sensitive Vinyl (PSV) Booth Wraps (the same as vehicle wraps)
- Vinyl or Mesh Banners for use in your booth
- Backlit graphics for lightboxes and display cases
- Custom fit / contour cut / 3D graphics for eye catching effects
- Printing on specialized materials

For a quotation, please visit: <http://www.ges.com/graphics/quote/>

Digital File Submission:

You can upload your file(s) after sending in your order using the information below.

HOST USER NAME: PASSWORD:
ftp://csftp.ges.com/SouthEast gesseftp k7md#2dx

Please make sure your file(s) are labeled with the exhibiting company's name and the show name (e.g. EGGWHITES_COOKING SHOW.zip)

GES® offers eco-friendly and conventional carpet to enhance the look and comfort of your exhibit. Available in various colors of three carpet grades with padding option.

Standard

13 oz. is conventional filament nylon carpet that is re-used for pre-cut sizes and new for custom-cut orders.

Includes:

- 13 oz. 100% recyclable color options include Blue Jay, Pepper, and Black. 
- Custom Cut includes 4 mil poly covering
- Available in pre-cut sizes
- Installation and pick-up at the close of the show
- Front edge taping



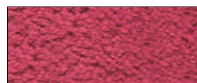
Black (41) 



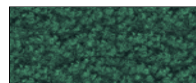
Blue (42)



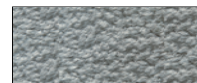
Blue Jay (56) 



Burgundy (43)



Emerald Green (44)



Gray (40)



Pepper (52) 



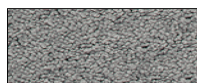
Red (49)

Plush

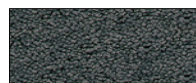
26 oz. premium carpet is 100% recyclable. Same industry tradeshow performance standards as conventional carpet, but helps to reduce the volume of excess materials from entering landfills.

Includes:

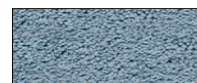
- 26 oz. 100% recyclable carpet 
- 4 mil poly covering
- Anti-static treatment
- 3M Scotchgard™ protection
- Installation and pick-up at the close of the show
- Front edge taping



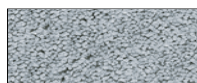
Cement (70)



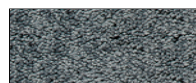
Charcoal (71)



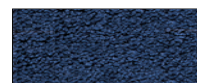
Cobalt (72)



Dove (73)



Lava Rock (74)



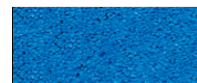
Navy (75)



Onyx (76)



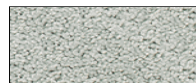
Red (49)



Royal Blue (77)



Silky Beige (78)



Silver (79)



Snow (80)

Ultra Plush

50 oz. premium carpet is 100% recyclable. Same industry tradeshow performance standards as conventional carpet, but helps to reduce the volume of excess materials from entering landfills.

Includes:

- 50 oz. 100% recyclable carpet 
- 4 mil poly covering
- Anti-static treatment
- 3M Scotchgard™ protection
- Installation and pick-up at the close of the show
- Front edge taping



Bisque (81)



Black (41)



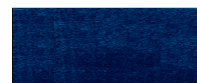
Cabernet (82)



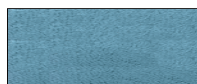
Graphite (83)



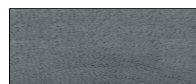
Iceberg (84)



Midnight (85)



Seascape (86)



Sterling (87)



Teal (55)

 The leaf symbol indicates recyclable or eco-friendly materials, per manufacturers specifications.

Colors may vary due to facility lighting, printing limitations and dye lot differences. Please refer to order form for availability at your show.



Chairs



300051 - Chair, Contemporary Arm, 23"W 18"D 31"H



300052 - Chair, Contemporary Side, 19.5"W 18"D 31"H



300050 - Chair, Plastic Contour, 18"W 18.5"D 32"H



300053 - Stool, Contemporary, 17"W 18"D 48"H

Tables



300057 - Table, Rectangle, 24"x36"x30" High



300056 - Table, Square, 24"x24"x30" High



300059 - Table, Starbase, 30" Diameter x 40" High



300058 - Table, Starbase, 40" Diameter x 30" High

Skirted Tables



3004 - Table 4', Skirted 4 Sides, 24" x 30" High



3006 - Table 6', Skirted 3 Sides, 24" x 30" High



3008 - Table 8', Skirted 3 Sides, 24" x 30" High

Table Skirt Colors



Beige (54)



Black (41)



Blue (42)



Burgundy (43)



Forest Green (45)



Gold (46)



Gray (40)



Purple (48)



Red (49)



Teal (55)



White (50)

Display Furniture



Full View



Half View



Quarter View

Accessories



300124 - Aisle Stanchion Chain, Plastic, Per Foot



300123 - Aisle Stanchion, without Chain



300103 - Aluminum Easel



300111 - Bag Stand



300102 - Coat Rack



300104 - Garment Rack



300106 - Literature Rack



300201 - Pegboard, White, 4'x8'



300120 - Sign Holder, Bell Base



300108 - Sign Holder, Chrome, 22"x28"



300211 - Tackboard, 4'x8'



300112 - Ticket Tumbler, Small, Table Top



300113 - Wastebasket



300118 - Waterfall Stand



Seating - Sofas and Loveseats



305066 - Loveseat, Black Leather, 64"L
36"D 34"H



305068 - Loveseat, Key West, Black,
57"L 35"D 33"H



305067 - Loveseat, Newport, Charcoal
Leather, 54"L 34"D 33"H



305118 - Sectional, 3 pc., Newport,
Charcoal, 113"L 34"D 33"H



305120 - Sectional, South Beach, 3 pc.,
Platinum, 152"L 40"D 33"H



305236 - Sofa, Allegro, Blue Fabric,
73"L 34.5"D 29.5"H



305125 - Sofa, Key West, Black, 85"L
35"D 33"H



305121 - Sofa, Lisbon, Black Leather,
88"L 36"D 34"H



305116 - Sofa, Marrakesh, Light Beige,
84"L 37"D 34"H



305124 - Sofa, Memphis, 55"L 31"D
28"H



305226 - Sofa, Mirabel, Brown Leather,
76"L 35"D 32"H



305221 - Sofa, Roma, White Vinyl, 78"L
31"D 33"H



305119 - Sofa, South Beach, Platinum
Suede, 69"L 29"D 33"H

Colors may vary due to facility lighting, printing limitations and dye lot differences. Some items may not be available at all locations. See order form for details. Styles of items portrayed **65** this brochure may vary in some locations.



Seating - Club Chairs



305235 - Chair, Allegro, Blue Fabric, 36"L 34.5"D 29.5"H



305072 - Chair, Barcelona, Black, 30"L 31"D 35"H



305073 - Chair, Barcelona, White, 30"L 30"D 31"H



305180 - Chair, Globus, 28"L 26"D 28"H



305178 - Chair, Lisbon, Black Leather, 40"L 36"D 34"H



305080 - Chair, Marrakesh, Light Beige, 34"L 37"D 38"H



305127 - Chair, Memphis, 27.25"L 31.75"D 27.5"H



305225 - Chair, Mirabel, Brown Leather, 36"L 35"D 32"H



305179 - Chair, Newport, Charcoal Leather, 24"L 34"D 33"H



305220 - Chair, Roma, White Vinyl, 37"L 31"D 33"H



305070 - Chair, Tub, Key West, Black, 31"L 31"D 31"H



305035 - Corner, Charcoal Leather, 34"L 34"D 33"H

Seating - Chairs



305152 - Chair, Altura, Guest, 25"L 20"D 34"H



305041 - Chair, Berlin, Black/White, 18"L 22"D 32"H



305042 - Chair, Berlin, Red/White, 18"L 22"D 32"H



305110 - Chair, Brewer, Black, 20"L 20"D 32"H



305109 - Chair, Brewer, Gray, 20"L 20"D 32"H



305231 - Chair, Fusion, Clear/White, 19"L 21"D 32"H



305230 - Chair, Fusion, Green/White, 19"L 21"D 32"H



305232 - Chair, Fusion, Red/White, 19"L 21"D 32"H



305079 - Chair, Ice Transparent/Chrome, 17.25"L 20"D 32"H



305034 - Chair, Iso Mesh Black, 36"L 24"D 38"H



305111 - Chair, Jetson, 19"L 18"D 31"H



305149 - Chair, Luxor, Guest, 27"L 28"D 40"H



305108 - Chair, New York, 23"L 32"D 33"H



305115 - Chair, Panton, White, 20"L 34"D 33"H



305069 - Chair, T-Vac, Translucent, 25"L 23"D 30"H



Seating - Ottomans



305088 - Ottoman,
Bench, Black, 24"L
60"D 17"H



305089 - Ottoman,
Bench, White, 24"L
60"D 17"H



305085 - Ottoman,
Cube, Black, 17"L
17"D 18"H



305093 - Ottoman,
Cube, White
Leather, 17"L 17"D
18"H



305086 - Ottoman,
Half Round, Black,
72"L 36"D 17"H



305087 - Ottoman,
Half Round, White,
72"L 36"D 17"H



305240 - Ottoman,
Puzzle Bench,
White, 48"L 24"D
18"H



305092 - Ottoman,
South Beach,
Wedge, Platinum,
25"L 31"D 18"H



305090 - Ottoman,
Square, Black, 40"L
40"D 17"H



305091 - Ottoman,
Square, White, 40"L
40"D 17"H



305246 - Ottoman,
Vibe Cube, Blue,
Vinyl, 18"L 18"D
18"H



305242 - Ottoman,
Vibe Cube,
Champagne, Vinyl,
18"L 18"D 18"H



305243 - Ottoman,
Vibe Cube, Gold/
Bronze, Vinyl, 18"L
18"D 18"H



305241 - Ottoman,
Vibe Cube, Green,
Vinyl, 18"L 18"D
18"H



305244 - Ottoman,
Vibe Cube, Pink,
Vinyl, 18"L 18"D
18"H



305245 - Ottoman,
Vibe Cube, Red,
Vinyl, 18"L 18"D
18"H



305247 - Ottoman,
Vibe Cube, Yellow,
Vinyl, 18"L 18"D
18"H

Seating - Office and Utility Seating



305150 - Chair,
Altura, High Back,
25"L 25"D 43"H Adj.



305151 - Chair,
Altura, Med. Back,
25"L 25"D 37"H Adj.



305114 - Chair, Flex
with Wheels, 24"L
22"D 31"H



305147 - Chair,
Luxor, High Back,
27"L 28"D 47"H Adj.



305148 - Chair,
Luxor, Med. Back,
27"L 28"D 41"H Adj.



305076 - Chair, Otto,
Highback Black,
23"L 21"D 43"H



305126 - Chair,
Task, 25"L 26"D
21"H



305112 - Chair, Tilt
with Arms, Black,
26"L 25"D 34"H



305043 - Stool,
Drafting, 25"L 26"D
34"H



Seating - Barstools



305012 -
Barstool,
Banana, Black,
21"L 22"D 30"H



305013 -
Barstool,
Banana, White,
21"L 22"D 30"H



305010 -
Barstool, Gin,
Maple, 16"L 16"D
29"H



305023 -
Barstool, Ice,
Transparent/
Chrome, 16.75"L
16"D 32"H



305011 -
Barstool, Jetson,
Black, 18"L 19"D
29"H



305006 -
Barstool, Ohio,
Black, 18" Round
31"H Adj.



305007 -
Barstool, Ohio,
Grey, 18" Round
31"H Adj.



305005 -
Barstool, Ohio,
Red, 18" Round
31"H Adj.



305009 -
Barstool, Oslo,
Blue, 17"L 20"D
30"H



305008 -
Barstool, Oslo,
White, 17"L 20"D
30"H



305206 -
Barstool, Shark
Swivel, White/
Chrome Base,
22"L 19"D 34"-
44"H



305207 -
Barstool, Zooey
Swivel, White/
Chrome Base,
15"Lx17"Dx31"-3
5"H

Table Surface Colors



Maple



Graphite Nebula



Grey Nebula



Metallic Silver



Brushed Red



Brushed Blue

Tables - Cafe



305162 - Table,
Cafe, Blue/
Black, 30"
Round 29"H



305154 - Table,
Cafe, Blue/
Chrome, 30"
Round 29"H



305164 - Table,
Cafe, Graphite/
Black, 30"
Round 29"H



305167 - Table,
Cafe, Graphite/
Black, 36"
Round 29"H



305156 - Table,
Cafe, Graphite/
Chrome, 30"
Round 29"H



305159 - Table,
Cafe, Graphite/
Chrome, 36"
Round 29"H



305166 - Table,
Cafe, Grey/
Black, 36"
Round 29"H



305158 - Table,
Cafe, Grey/
Chrome, 36"
Round 29"H



305165 - Table,
Cafe, Maple/
Black, 30"
Round 29"H



305168 - Table,
Cafe, Maple/
Black, 36"
Round 29"H



305157 - Table,
Cafe, Maple/
Chrome, 30"
Round 29"H



305160 - Table,
Cafe, Maple/
Chrome, 36"
Round 29"H



305161 - Table,
Cafe, Red/
Black, 30"
Round 29"H



305153 - Table,
Cafe, Red/
Chrome, 30"
Round 29"H



305163 - Table,
Cafe, Silver/
Black, 30"
Round 29"H



305155 - Table,
Cafe, Silver/
Chrome, 30"
Round 29"H



Tables - Bar



305131 - Table,
Bar, Blue/Black,
30" Round 42"H



305140 - Table,
Bar, Blue/
Chrome, 30"
Round 42"H



305133 - Table,
Bar, Graphite/
Black, 30" Round
42"H



305136 - Table,
Bar, Graphite/
Black, 36" Round
42"H



305142 - Table,
Bar, Graphite/
Chrome, 30"
Round 42"H



305145 - Table,
Bar, Graphite/
Chrome, 36"
Round 42"H



305135 - Table,
Bar, Grey/Black,
36" Round 42"H



305144 - Table,
Bar, Grey/
Chrome, 36"
Round 42"H



305134 - Table,
Bar, Maple/Black,
30" Round 42"H



305137 - Table,
Bar, Maple/Black,
36" Round 42"H



305143 - Table,
Bar, Maple/
Chrome, 30"
Round 42"H



305146 - Table,
Bar, Maple/
Chrome, 36"
Round 42"H



305130 - Table,
Bar, Red/Black,
30" Round 42"H



305139 - Table,
Bar, Red/
Chrome, 30"
Round 42"H



305132 - Table,
Bar, Silver/Black,
30" Round 42"H



305141 - Table,
Bar, Silver/
Chrome, 30"
Round 42"H

Tables - Cocktail



305017 - Table, Cocktail, Geo,
Black, 50"L 22"D 16"H



305014 - Table, Cocktail, Geo,
Chrome, 50"L 22"D 16"H



305020 - Table, Cocktail,
Inspiration, 42"L 28"D 18"H



305210 - Table, Cocktail, Oliver,
47"L 27"D 19"H



305016 - Table, Cocktail,
Silverado, 36" Round 17"H



305015 - Table, Cocktail, Soho,
38"L 38"D 18.5"H



305025 - Table, Cocktail,
Sydney Black, 48"L 26"D 18"H



305024 - Table, Cocktail,
Sydney White, 48"L 26"D 18"H



Tables - End Tables



305047 - Table, End,
Geo, Black, 26"L 26"D
20"H



305044 - Table, End,
Geo, Chrome, 26"L
26"D 20"H



305049 - Table, End,
Inspiration, 24"L 28"D
22"H



305211 - Table, End,
Oliver, 22" Round
22"H



305046 - Table, End,
Silverado, 24" Round
22"H



305045 - Table, End,
Soho, 26"L 26"D 27"H



305050 - Table, End,
Sydney, Black, 27"L
23"D 22"H



305048 - Table, End,
Sydney, White, 27"L
23"D 22"H

Conference Tables



305175 - Table, Conf., Geo, Black,
42"L 42"D 29"H



305176 - Table, Conf., Geo, Black,
60"L 36"D 29"H



305173 - Table, Conf., Geo,
Chrome, 42"L 42"D 29"H



305174 - Table, Conf., Geo,
Chrome, 60"L 36"D 29"H



305027 - Table, Conf., Graphite,
42" Round 29"H



305028 - Table, Conf., Graphite,
72"L 36"D 29"H



305029 - Table, Conf., Graphite,
96"L 36"D 29"H



305170 - Table, Conf., Gray, 42"
Round 29"H



305171 - Table, Conf., Gray, 72"L
36"D 29"H



GES

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Specialty Furniture



305172 - Table, Conf., Gray, 96"L
36"D 29"H



305033 - Table, Conf., Mahogany,
120"L 42"W 29"H



305030 - Table, Conf., Mahogany,
42" Round, 42"L 42"W 29"H



305031 - Table, Conf., Mahogany,
72"L 42"W 29"H



305032 - Table, Conf., Mahogany,
96"L 42"W 29"H



305177 - Table, Conf., Manhattan,
42" Round 29"H



305208 - Table, Nova, Oval,
White/Silver Legs, 71"L 35.5"D
29"H

Tables - Martini Bar



305004 - Table, Bar, Martini 3 pc., 100"L 100"D 47"H



305003 - Table, Bar, Martini, 50"L 50"D 47"H

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Specialty Furniture

Product Display



305002 - Bookcase, Graphite,
36"L 13"D 71"H



305001 - Bookcase, Mahogany,
36"L 13"D 71"H



305053 - Etagere, Black, 30"L
16"D 70"H



305052 - Etagere, Pewter, 30"L
16"D 70"H



305215 - Pedestal, Black
Plastic, 24"L 24"D 36"H



305216 - Pedestal, Black
Plastic, 24"L 24"D 42"H



305103 - Pedestal, Locking
Door, Black, 24"L 24"D 42"H

Office and Utility Furniture



305040 - Credenza, Graphite,
72"L 24"D 29"H



305039 - Credenza, Mahogany,
72"L 24"D 29"H



305057 - Desk, Executive,
Graphite, 60"L 30"D 29"H



305056 - Desk, Executive,
Mahogany, 60"L 30"D 29"H



305138 - Desk, Writing,
Graphite, 48"L 24"D 30"H



305059 - File, Lateral, Graphite,
36"L 20"D 29"H



305058 - File, Lateral,
Mahogany, 36"L 20"D 29"H



305106 - Kiosk, Black/Maple,
24"L 21"D 42"H



305104 - Podium, Lecturn,
Cherry, 24"L 19"D 50"H



305038 - Table, Computer,
Graphite, 36"L 30"D 42"H

Colors may vary due to facility lighting, printing limitations and dye lot differences. Some items may not be available at all locations. See order form for details. Styles of items portrayed ~~in~~ this brochure may vary in some locations.



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Experience
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Specialty Furniture

Lamps



305204 - Lamp, Floor,
Mason, Silver, 18" Round
55"H



305203 - Lamp, Floor,
Trovato, LED, White, 7"L
7"D 72"H



305205 - Lamp, Table,
Mason, Silver, 16" Round
26"H

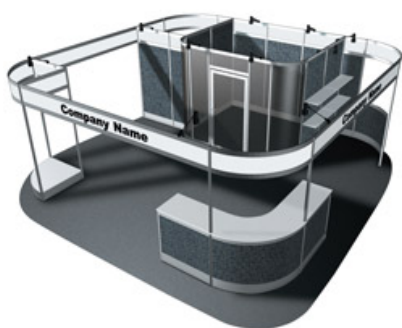


305202 - Lamp, Table,
Trovato, White, 7"L 7"D
26"H

With 5 GES® standard exhibits to choose from, selecting the size and configuration that meets your tradeshow needs is easy. Our modular exhibits are hassle-free because you pay no design fees, no shipping fees, and no repair or refurbishing fees. Plus, you may customize the trim and panels, and choose from a wide variety of accessories to create a unique exhibit that reinforces your brand and marketing efforts.

All packages include rental, delivery, installation, and dismantling. For other custom furnishings, hanging signs, or graphics, chat with your GES National Servicer® representative at www.ges.com/chat.

20x20 Exhibits



600005 - Exhibit System GEM #5, 20'x20' Island Includes:

- three digitally printed signs
- one locking office
- four shelves
- one curved counter
- two 1m counters
- ten arm lights
- one standard 20' x 20' carpet
- no padding

10x20 Exhibits



600004 - Exhibit System GEM #4, 10'x20' Inline Includes:

- one 116-7/8" x 12" digitally printed sign
- one 57-13/16" x 12" digitally printed sign
- one 2m counter
- six arm lights
- five shelves
- one standard 10' x 20' carpet
- no padding

10x10 Exhibits



600002 - Exhibit System GEM #2, 10'x10' Inline Includes:

- one custom ID sign
- two arm lights
- one standard 10' x 10' carpet
- no padding



600003 - Exhibit System GEM #3, 10'x10' Inline Includes:

- one custom ID sign
- three arm lights
- five shelves
- one 1m counter
- one standard 10' x 10' carpet
- no padding

6ft Table Display



600001 - Exhibit System GEM #1, 6' Tabletop Display Includes:

- one custom ID sign
- three arm lights
- two shelves
- one 6' skirted table
- no carpet and padding

Accessories



600410 - Exhibit, Ad Board, 1M x 8'



600110 - Exhibit, Armlight Black



600103 - Exhibit, Counter, 1M Curved



600101 - Exhibit, Counter, 1M x 1/2M x 40"H



600102 - Exhibit, Counter, 2M x 1/2M x 40"H



600221 - Exhibit, Light Box, Large 37"x85"



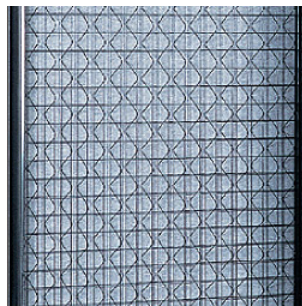
600222 - Exhibit, Light Box, Medium 37"x56"



600223 - Exhibit, Light Box, Small 37"x28"



661931 - Exhibit, Panel, Slatwall, 1M x 8'



600291 - Exhibit, Panel, Wirewall, 1M



600243 - Exhibit, Shelf, 1M x 10" Deep

Trim and Panel Choices

Panel Type & Color



Coated: Black (C41)



Coated: Oxford White (C50)



Coated: Prism Blue (C42)



Coated: Silver Gray (C79)



Fabric: Black (F41)



Fabric: Blue (F42)



Fabric: Gray (F40)

Trim Color



Black (41)



Silver (79)

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

Imaging USA

Gaylord Opryland Convention Center West, Hall C1 and C2
February 1 - 3, 2015

We are committed to partnering with you to provide comprehensive and effective graphic solutions for your event. The graphics print and production industry continuously evolves, and we want your graphics and images to look their absolute best.

To ensure the highest quality output from your digital files, and to make file transfers and seamless as possible, please review and follow these guidelines when submitting artwork to GES. We also offer layout and design services for a fee. Please contact GES for details.

Suitable Formats for images or logos	
Program	Preferred Format
Adobe Illustrator CS6	ai, eps
Adobe Photoshop CS6	tiff (LZW), jpeg (high quality)
Adobe InDesign CS6	indd (include all links)
Adobe Acrobat	PDF (press quality setting)

Suitable Media for images or logos	
Media	Preferred Format
CD-ROM (CD-R or CD-RW)	Please send hard copy color proofs
DVD-ROM (DVD-R or DVD-RW)	Please send hard copy color proofs
Email Attachments	Limited to maximum size of 5MB
FTP	Mandatory zip or sit compression

AVOIDING ADDITIONAL COSTS:

Files obtained from the internet (.jpg or .gif) or artwork created in MS Office applications (Word, Excel, PowerPoint, etc.) are often not suitable for high quality output, and often require additional hourly charges. Artwork should be created at actual size, however, for larger files i.e., banner artwork, 10% or 25% of actual size is acceptable. Scans should be no smaller than 300dpi at quarter size. To avoid additional costs associated with these file types, please supply files in accordance with the defined herein.



gif
@ 400%



ai / eps vector
@ 400%

Vectors

Text @ 100%

Vectors

Outlined Text

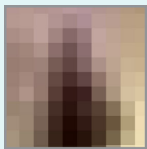
Vector Artwork

For the best quality, create in **vector format (ai or vector eps)**.

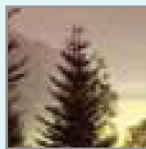
Logos taken from websites are generally gif files. **Gif files are not acceptable as they will not print clearly.** See Visual.

Artwork produced in vinyl, for example; solid company logos or text, must be supplied in a **vector format (ai or vector eps)**.

Artwork created in a pixel format i.e., TIFF and JPEG is not suitable. See Visual.



Low Resolution Image



High Resolution Image

Bitmap/Raster Artwork

Tif and PSD - These are the preferred file formats for raster images. Files should be supplied at 100dpi at full size, or they should scale to those dimensions. **If** the resolution is lower than 100dpi, images can look blurry or pixelated when printed. If there is a lot of small text in the raster image, the file can be provided at higher resolutions to ensure print quality. See Visual

JPEG - We can use JPEG files, but because JPEGs use file compression this can sometimes affect image quality. Therefore, this file type should only be used if the files are being emailed.

PDF - These are print files only and cannot be altered to fit different sizes, artwork must be set up at the correct proportion and at print-ready quality. Ensure images are saved at high resolution (100dpi at final size).



Color Set Up

If your artwork is using PANTONE Colors, please supply a Pantone color reference. Some colors are more likely to be achieved, but due to printer limitations, Pantone colors are matched to the best possible interpretation for the specific output device. Hard copies such as brochures or print outs can be used as a reference for color matching.

Fonts

Turn all fonts into outlines or convert to paths before sending the files. If you are using a program where this is not an option, **YOU MUST INCLUDE ALL FONTS** with your files. OTF (open type fonts are preferred).

GES Transfer Site:

Gather all your production layout files and all your high resolution artwork into a single folder, named with the client name. Please include fonts. Drop this folder onto your Stuff-it program. Use either the .sit, .sea, or .zip compression.

Connect to the web address: <http://file.ges.com> in your web browser and follow the user-friendly instructions. Please note: a GES representative's email address is required.

FTP (File Transfer Protocol) Information: We request that you upload your file(s) based on the region in which your event is located.

However, the FTP host address is always <ftp://csftp.ges.com>

For SouthEast Region Shows Orlando, Dallas, Tampa, Miami, Atlanta, New Orleans) the user name is **gesseftp** and the password is **k7md#2dx**



Imaging USA

Gaylord Opryland Convention Center West, Hall C1 and C2
February 1 - 3, 2015

Front and Backlit Graphics

When producing artwork for front lit graphics or transparencies keep these points in mind:

- Avoid setting type in Photoshop — instead use a vector-based program (such as Adobe Illustrator) for your type. If you do use vector smart objects, save the file as an .eps or .psd to retain vector properties.
- If you plan to add effects to your type (such as drop shadows or glows), follow these steps:
 - a. Import the Illustrator type into Photoshop
 - b. Add effects to the type
 - c. Separate the effects onto a layer
 - d. Delete the type layer
 - e. Assemble the type and photo in a vector program.
- Always provide logos in a vector format.
- If you have critical PMS colors to match, provide us with a layered Photoshop file to allow for color editing.
- Always add at least 1" of bleed to your images.
- Use gradients carefully and sparingly. Gradients often "band," and little can be done to correct the problem. Look at your high res file at 100% — if you can see the banding, it WILL appear in the print. Adding 1 pt. of noise to the file may resolve the problem.

File Sizes

Please build Photoshop (raster) graphics to at least 100dpi at final size. Any combination of size/resolution that produces this result is acceptable.

(e.g. 1/4 size file @400dpi)

Here is an easy way to determine how much digital information is needed for your graphic:

- Open a new document in Photoshop
- Enter the final width and height of your graphic.
- Enter a resolution of 100 dpi

The resulting megabyte size is the approximate amount of digital information we need for best quality output.

Adobe Illustrator, InDesign, Photoshop

- Work with .eps files as much as possible. .eps files are a better quality file format than .tif files and are accepted more easily by Adobe Illustrator.
- Save a Low Res files version of your files for proofing and a Hi Res file for production. Illustrator allows for seamless swapping of LR and HR files provided the images are the same dimensions.
- When saving your HR file, use the settings shown in *figure a*. This will compress the information in the file without degrading the quality. High resolution files saved with this setting present no issues for our output devices.
- If you must work with a .tif file because you are colorizing it in illustrator, save the HR file with the LZW compression option.
- Keep all color-critical elements of your design vector whenever possible. Don't send the layered Photoshop unless you need critical color corrections. If you want to add a Photoshop effect to a logo or color critical text: set the text in illustrator or keep the logo vector, create the desired effect in Photoshop, then link the Photoshop file into Illustrator under the color critical vector art or text.
- Photoshop files with text or vector smart objects need to be saved out as .eps or .psd to retain vector properties.

Placed Images

Provide placed images at 100dpi at 100% of final size as a .tif LZW compression or .psd embedding images in Illustrator is preferred and need to be 100dpi at final size.

Fonts

Turn all fonts to outlines or convert to paths before sending the files. If you are using a program where this is not an option, **YOU MUST INCLUDE ALL FONTS** with your files. OTF (open type fonts). are preferred.

Vinyl

We can only produce vinyl for type or logos from VECTOR based artwork. DO NOT send PowerPoint files, .gifs, .jpgs, .pdfs or raster-based images output to vinyl.

Remember!

- You **MUST** add bleed to your photographic images.
- Backlit graphics are held in place with velcro or with a frame—place type and critical images at least 1" from all edges to avoid this dead space (see diagram below).
- You **MUST** provide PMS colors. We are not responsible for accurate reproduction of your logo or corporate colors if PMS matches are not provided.
- Please make certain that your scans are clean (free of dust, dirt, and scratches) BEFORE you send them for production. Deadlines and time constraints do not allow us to check all your images for quality. We must *assume the images you provide are the highest quality available to you. To check for quality, look at your Photoshop files at 100% enlargement. If you can see dirt and scratches, they will appear on your final output. Use the rubber stamp tool (clone stamp tool) to eliminate these imperfections.*

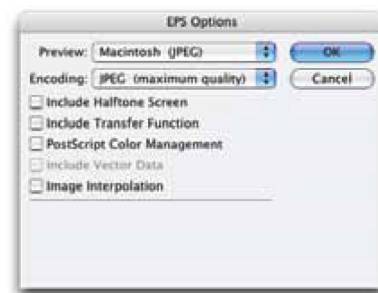
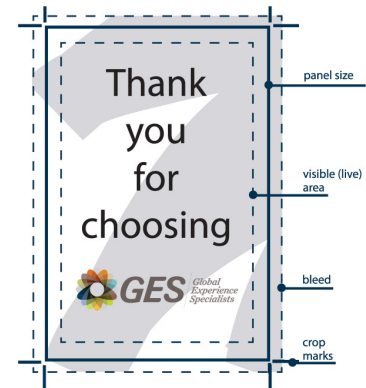


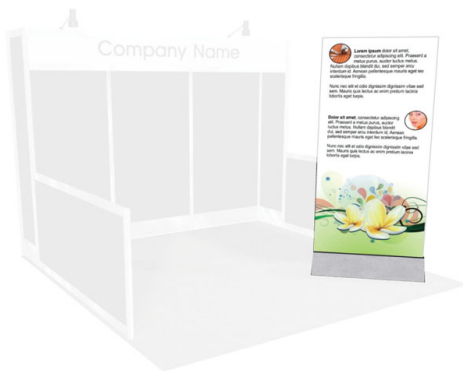
figure a.

Need Assistance?

Toll Free: 800.475.2098 | Tel: 702.515.5970 | www.ges.com/chat



38" Ad Board

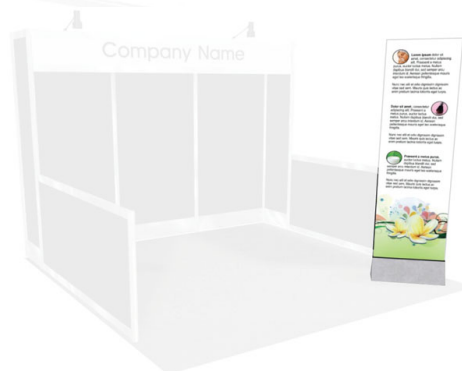


600527 Freestanding 38"W x 84"H Vertical Ad Board w/
Cardboard Base, Single Sided (includes cardboard
base, graphic & delivery)

600529 Freestanding 38"W x 84"H Vertical Ad Board w/
Cardboard Base, Double Sided

*Includes cardboard base, graphic and delivery.
Printed base available at additional cost.*

24" Ad Board

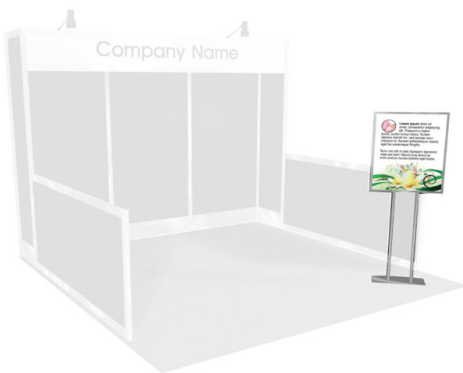


600526 Freestanding 24"W x 84"H Vertical Ad Board w/
Cardboard Base, Single Sided (includes cardboard
base, graphic & delivery)

600528 Freestanding 24"W x 84"H Vertical Ad Board w/
Cardboard Base, Double Sided

*Includes cardboard base, graphic and delivery.
Printed base available at additional cost.*

22" x 28" with Sign Holder



600533 22"W x 28"H Vertical Sign w/ Sign Holder, Single Sided

600534 22"W x 28"H Vertical Sign w/ Sign Holder, Double
Sided

Includes sign holder rental, graphic and delivery.

6' x 3' Banner



600535 72"W x 36"H Vinyl Banner (horizontal or vertical) w/
Silver Grommets, Single Sided

*Banner is available horizontal or vertical.
Includes silver grommets.*

RETURN WITH G-2: PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM TO:

Global Experience Specialists, Inc. (GES) • 7000 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.
Imaging USA

Gaylord Opryland Convention Center West, Hall C1 and C2

February 1 - 3, 2015

Discount Deadline Date:
January 9, 2015

 Go to below link to view images and information:
<http://ges.com/ecom/info/landD.pdf>

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
SHOWSITE CONTACT	SHOWSITE CONTACT PHONE #	DATE/TIME OF ARRIVAL
CONTACT'S HOTEL (OPTIONAL)		

**PLEASE COMPLETE THIS FORM FOR ALL DISPLAY LABOR NEEDED.
TO DETERMINE IF YOU NEED DISPLAY LABOR, PLEASE READ THIS FORM CAREFULLY.**

Important Information & Rates

Starting time can be guaranteed only when labor is requested for the start of the working day. All exhibit labor scheduled at the start of the working day will be dispatched to booth space. For all other starting times, check in at the labor desk one-half (½) hour before time requested. Labor cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per worker. If Exhibitor fails to use the workers at the time confirmed, a one (1) hour "No-Show" charge per worker will apply.

The minimum charge for labor is one (1) hour per worker. Labor thereafter is charged in half (½) hour increments. Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by GES. GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior. All rates are subject to change if necessitated by increased labor and material costs.

LABOR RATES ARE AS FOLLOWS:

Worker per Hour	Discount	Regular	Show Site
Install & Dismantle, ST Code: 705000	\$ 80.00	\$ 100.00	\$ 119.75
Install & Dismantle, OT Code: 705000	\$ 119.75	\$ 150.25	\$ 180.25
Install & Dismantle, DT Code: 705000	\$ 160.00	\$ 200.25	\$ 240.00

Straight Time: Monday through Friday from 8:00 AM to 4:30 PM.

Overtime: All other times Monday through Friday. All day Saturday & Sunday.

Double Time: All day Holidays.

Discount Rate: Rate applies to orders placed on or before the above Discount Deadline Date.

Regular Rate: Rate applies to orders placed after the above Discount Deadline Date, but before the first day of exhibitor move-in.

Show Site Rate: Rate applies to orders placed at show site

Please Indicate Service
☐ **GES Supervised (OK to Proceed)**
Please complete "Key Information" form (L-2)

GES will supervise labor to:

- Unpack and install display before Exhibitor arrival at show site.
- Dismantle and pack the display after show closing.
- Subject to terms and conditions of all GES policies, including terms and conditions of contract, including but not limited to sub-paragraph VII, b., Labor.

A 25% (\$50.00 minimum) surcharge will be added to the labor rates above for this professional supervision.

LOCATION OF BOOTH/DIMENSION OF BOOTH: Use the Booth Layout Form to represent your booth, indicate from each boundary how you would like your booth placed.

☐ **Exhibitor Supervised (Do Not Proceed)**

Exhibitor will supervise.

- Indicate workers needed for installation **and** dismantling
- GES assumes no liability for loss, damage or bodily injury arising out of the installation and/or dismantling of Exhibitor's property by GES provided union labor. Exhibitor assumes the responsibility and any liability arising therefrom, for the work performed by union labor under Exhibitor's supervision. Exhibitors must stay clear during movement of freight.

GES is responsible for the following type of booth:

- ☐ Pop-Up ☐ Two Story ☐ Custom
☐ Other: _____

Place Order Here

SCHEDULE DATE(S)	SCHEDULE START TIME	SCHEDULE END TIME	TOTAL # OF HOURS	X	TOTAL # OF WORKERS	X	LABOR RATE	=	TOTAL	X	9.5% TAX	=	GRAND TOTAL
	AM PM	AM PM										\$	
	AM PM	AM PM										\$	
I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.							A.	Total Labor Ordered	\$				
							B.	25% (\$50.00 min) GES Supervision	\$				
Authorized Signature - Please Sign:													
☒ X			AUTHORIZED NAME - PLEASE PRINT			DATE			C.	Payment Enclosed	\$		

Please estimate the number of workers and hours per worker needed for installation and dismantling above. Invoice will be calculated according to actual hours worked, relative to the original estimate and based upon the date received. Additional labor required will be calculated and invoiced at the show site rate.



RETURN TO: Global Experience Specialists, Inc. (GES) • 7000 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors
Contact us Online: www.ges.com/chat Phone: 800.475.2098 or 702.515.5970 for international exhibitors

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MANDATORY FORM*

Imaging USA

Gaylord Opryland Convention Center West, Hall C1 and C2
February 1 - 3, 2015

Discount Deadline Date:
January 09, 2015

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
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To Be Completed By Exhibitor When Order is Placed

Inbound Freight Information

Method ☐ GES Logistics ☐ Common Carrier ☐ AirFreight ☐ Vanline ☐ Other _____
Carrier (if known) _____
Contact _____ Phone _____
Number of Crates _____ Shipped By _____ Date _____
Number of Fiber Cases _____ Color _____ Pro Number _____
Target Date _____ Loose Display _____ Crated Display _____
Shipped To: (Check One) ☐ Warehouse ☐ Showsite

Setup Information for GES Installation

☐ Setup Drawings/Instructions Attached ☐ Setup Drawings With Exhibit ☐ Case/Crate Number _____ ☐ Number of Workers Required for Setup _____ ☐ Forklift Ordered Hrs. _____ Time _____ ☐ Number of Graphics _____ Layout Provided? ☐ Yes ☐ No ☐ Number of Lights _____ Number of Light Boxes _____	☐ Rental Carpet Color _____ ☐ Own Carpet Color _____ ☐ Padding _____ Approximate Time for Setup _____ Special Equipment Required _____ Description _____ Description _____
---	---

Did You Order ---

Electrical Outlets ☐ Yes ☐ No Electrical Drawings ☐ Attached ☐ Sent to the Official Electrical Contractor Booth Cleaning ☐ Yes ☐ No Furniture ☐ Yes ☐ No A/V Equipment ☐ Yes ☐ No Telephone/Internet ☐ Yes ☐ No	Electrical Labor/Boothwork ☐ Yes ☐ No Other Items _____ _____ _____	Electrical Under Carpet ☐ Yes ☐ No With the Exhibit ☐ _____ _____ _____
--	--	---

Tear-down Information for GES Dismantle

☐ Tear-down Drawings/Instructions Attached ☐ Tear-down Drawings With Exhibit ☐ Case/Crate Number _____ ☐ Number of Workers Required for Tear-down _____ ☐ Forklift Ordered Hrs. _____ Time _____ ☐ Number of Graphics _____ Layout Provided? ☐ Yes ☐ No ☐ Number of Lights _____ Number of Light Boxes _____	☐ Rental Carpet Color _____ ☐ Own Carpet Color _____ ☐ Padding _____ Approximate Time for Tear-down _____ Special Equipment Required _____ Description _____ Description _____
---	---

Outbound Freight Information

Outbound Freight Charges _____ ☐ PrePaid ☐ Collect (for non-GES Logistics Shipments only) ☐ Bill To _____ _____ ☐ GES Storage _____ Method ☐ GES Logistics ☐ Common Carrier ☐ AirFreight Carrier (if known) _____ Contact _____ Phone _____ Exhibitor-completed GES' Outbound Material Handling Form attached: ☐ Yes ☐ No Exhibitor will pack all product, prepare shipping labels and complete GES' Outbound Material Handling Form attached: ☐ Yes ☐ No	Consigned To _____ Address _____ City/State/Zip/Country _____ Second Consignee _____ Address _____ City/State/Zip/Country _____ ☐ Vanline ☐ Other _____
---	---

Emergency Contact Information / Showsite Contact

Name _____ Title _____
 Telephone _____ Cell Phone _____
 Other Means of Contacting This Person _____
 Contact's Hotel _____ Arrival _____ Departure _____
 Purchasing Authorization ☐ Yes ☐ No

*This Form must be returned to GES for your orders to be processed.

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.

Authorized Signature - Please Sign: X

AUTHORIZED NAME - PLEASE PRINT	DATE
--------------------------------	------

Need Assistance?

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Imaging USA

 Gaylord Opryland Convention Center West, Hall C1 and C2
 February 1 - 3, 2015

Discount Deadline Date:

January 9, 2015

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
SHOWSITE CONTACT	SHOWSITE CONTACT PHONE #	DATE/TIME OF ARRIVAL
CONTACT'S HOTEL (OPTIONAL)		

PLEASE COMPLETE THIS FORM FOR ALL IN-BOOTH FORKLIFT AND LABOR NEEDED.
TO DETERMINE IF YOU NEED IN-BOOTH FORKLIFT AND LABOR, PLEASE READ THIS FORM CAREFULLY.

- In-booth forklift and Labor may be required to assemble displays or when uncrating, positioning, and reskidding equipment and machinery.
- A forklift is required for moving equipment and materials weighing 200 pounds or more.
- If you require a forklift, a crew will be assigned consisting of a forklift with an operator.

Important Information & Rates

Starting time can be guaranteed only when labor is requested for the start of the working day. All exhibit labor scheduled at the start of the working day will be dispatched to booth space. Confirm labor and forklifts by 2:30 PM the day before date requested. Please have a representative pick up the crew at the labor desk and supervise the work to be done. Upon completion, the Exhibitor's representative will return the crew to the labor desk and approve the work order. Equipment and labor cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per worker and forklift. If Exhibitor fails to use the workers and equipment at the time confirmed, a one (1) hour cancellation fee per worker and forklift will apply.

The minimum charge for labor is one (1) hour per worker and equipment. Labor thereafter is charged in half (½) hour increments per worker and equipment. Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by GES. GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior. All rates are subject to change if necessitated by increased labor and material costs.

LABOR RATES ARE AS FOLLOWS:

Forklift w/Operator Per Hour		Discount	Regular	Show Site
5,000#, ST	Code: 705200	\$ 150.50	\$ 188.25	\$ 226.00
5,000#, OT	Code: 705200	\$ 210.75	\$ 264.00	\$ 316.25
5,000#, DT	Code: 705200	\$ 271.00	\$ 339.00	\$ 406.75

Worker per Hour		Discount	Regular	Show Site
Freight, ST	Code: 705030	\$ 80.00	\$ 100.00	\$ 119.75
Freight, OT	Code: 705030	\$ 119.75	\$ 150.25	\$ 180.25
Freight, DT	Code: 705030	\$ 160.00	\$ 200.25	\$ 240.00

Straight Time: Monday through Friday from 8:00 AM to 4:30 PM.
Overtime: All other times Monday through Friday. All day Saturday & Sunday.
Double Time: All day Holidays.
Discount Rate: Rate applies to orders placed on or before the above Discount Deadline Date.
Regular Rate: Rate applies to orders placed after the above Discount Deadline Date, but before the first day of exhibitor move-in.
Show Site Rate: Rate applies to orders placed at show site

Please Indicate Service
☐ **Exhibitor Supervised (Do Not Proceed)**

Exhibitor will supervise.

- Indicate workers needed for installation and dismantling
- GES assumes no liability for loss, damage or bodily injury arising out of the installation and/or dismantling of Exhibitor's property by GES provided union labor. Exhibitor assumes the responsibility and any liability arising therefrom, for the work performed by union labor under Exhibitor's supervision. Exhibitors must stay clear during movement of freight.

GES is responsible for the following type(s) of work:

- | | | |
|-------------------------------------|--------------------------------------|--------------------------------------|
| ☐ Uncrating | ☐ Unskidding | ☐ Positioning |
| ☐ Leveling | ☐ Dismantling | ☐ Recrating |
| ☐ Reskidding | | |

Place Order Here

SCHEDULE DATE(S)	SCHEDULE START TIME	SCHEDULE END TIME	TOTAL # OF HOURS	TOTAL # OF FORKLIFTS	LABOR RATE	= TOTAL	9.5% TAX	= GRAND TOTAL
	AM PM	AM PM						\$
	AM PM	AM PM						\$
	AM PM	AM PM						\$
	AM PM	AM PM						\$
I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.						Payment Enclosed		\$
Authorized Signature - Please Sign: X _____			AUTHORIZED NAME - PLEASE PRINT _____		DATE _____		Please estimate the number of workers and hours per worker needed for installation and dismantling above. Invoice will be calculated according to actual hours worked, relative to the original estimate and based upon the date received. Additional labor required will be calculated and invoiced at the show site rate.	



RETURN WITH G-2: PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM TO:

Global Experience Specialists, Inc. (GES) • 7000 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

Imaging USA

Gaylord Opryland Convention Center West, Hall C1 and C2
February 1 - 3, 2015

Discount Deadline Date:

January 9, 2015

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
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Price List

ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
Vacuuming			
<i>Includes emptying your wastebasket nightly.</i>			
500601	Before Show Open Only (per sq. ft.)	\$ 0.54	\$ 0.81
500600	Duration of Show (per sq. ft. per day)	\$ 0.40	\$ 0.60
500602	Per Day (per sq. ft. per day)	\$ 0.50	\$ 0.76
Shampooing			
501004	Cleaning, Carpet Shampoo Before Show Open	\$ 0.74	\$ 1.11
Mopping and Waxing			
501002	Cleaning, Damp Mop & Wax	\$ 0.98	\$ 1.46
Porter service			
<i>GES will empty wastebaskets & wipe down counters at two hour intervals, show hours only. Vacuuming not included. Calculate by your booth size.</i>			
501010	Porter Service, 0-500 sq.ft., Per Day	\$ 102.00	\$ 153.25
501010	Porter Service, 501-1500 sq.ft., Per Day	\$ 131.50	\$ 197.25
501010	Porter Service, 1501-3000 sq.ft., Per Day	\$ 355.50	\$ 533.00
501010	Porter Service, 3001 sq.ft. & Up, Per Day	\$ 417.00	\$ 625.50

To ensure your booth is show-ready, specify your requirements below. Please call us if you have a special need. GES is the exclusive cleaning contractor for your show and will handle all cleaning services on the exhibit floor. We offer discounts for orders exceeding 2,000 square feet (please call for a quote).

Cost of vacuuming, shampooing, mopping and waxing will be invoiced on the total area of your booth.

Cancellation Policy: Due to material and labor costs, orders cancelled before move-in begins will be charged **50%** of original price. Similarly, orders cancelled after move-in will be charged **100%**.

LABOR RATES ARE AS FOLLOWS:

Worker per Hour	Discount	Regular	Show Site
Porter Service, ST Code: 705010	\$ 31.75	\$ 39.50	\$ 47.50
Porter Service, OT Code: 705010	\$ 47.50	\$ 59.50	\$ 71.75
Porter Service, DT Code: 705010	\$ 63.50	\$ 79.50	\$ 95.50

Use for booth wipedown, ice removal, etc. Hourly rates are listed above. The minimum charge for labor is four (4) hours per worker per day. Labor thereafter is charged in half (½) hour increments.

Straight Time: Monday through Friday from 8:00 AM to 4:30 PM.

Overtime: All other times Monday through Friday. All day Saturday & Sunday.

Double Time: All day Holidays.

Discount Rate: Rate applies to orders placed on or before the above Discount Deadline Date.

Regular Rate: Rate applies to orders placed after the above Discount Deadline Date, but before the first day of exhibitor move-in.

Show Site Rate: Rate applies to orders placed at show site.

Please Indicate Service

Calculate Total Square Footage

Width _____ x Length _____ = _____ Square Feet

Would you like us to call you and give you a quote for hourly porter service?

☐ Yes ☐ No

Please list dates and times Vacuuming Per Day/Periodic Porter Service is needed:

To avoid any misunderstanding regarding these services, please bring any discrepancies to our attention at the **GES Servicenter**. GES will be unable to adjust invoices after the close of the show.

Place Order Here

ITEM#	DESCRIPTION	TOTAL SQ FT	X PRICE/SQ FT	X NO. OF DAYS	= TOTAL PRICE
500600	Vacuuming Duration			3	\$
500602	Vacuuming Per Day				\$

ITEM#	DESCRIPTION	TOTAL SQ FT	X PRICE/SQ FT	= TOTAL PRICE
500601	Vacuuming Before Show Only			\$
501004	Shampooing Before Show Only			\$
501002	Mop/Wax Before Show Only			\$

ITEM#	DESCRIPTION	PRICE	X NO. OF DAYS	= TOTAL PRICE
	Porter service			\$

DESCRIPTION	TOTAL # OF HOURS	X	TOTAL # OF WORKERS	X	LABOR RATE	= TOTAL PRICE
Porter Service Labor						\$

A. Payment Enclosed

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.

Authorized Signature - Please Sign:

X

AUTHORIZED NAME - PLEASE PRINT	DATE
--------------------------------	------

Need Assistance?

Toll Free: 800.475.2098 | Tel: 702.515.5970 | www.ges.com/chat



Credit Card Authorization: Global Experience Specialists, Inc. (GES) • 7000 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors

Check Payments: Global Experience Specialists, Inc. (GES) • Bank of America P.O. Box 96174, Chicago, IL 60693

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

MANDATORY FORM*

Imaging USA

Gaylord Opryland Convention Center West, Hall C1 and C2
February 1 - 3, 2015

Discount Deadline Date:
January 09, 2015

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
STREET ADDRESS	CITY	STATE ZIP COUNTRY
PHONE	FAX	PURCHASE ORDER NUMBER
BOOTH PRIMARY CONTACT NAME AND PHONE NUMBER		SHOWSITE CONTACT NAME AND PHONE NUMBER

Payment Policy

Payment for Services — GES requires payment in full at the time services are ordered. Further, GES requires that you provide a credit card authorization with your initial order. For your convenience, we will use this authorization to charge your account for services, which may include labor, material handling, or any applicable fuel or energy surcharge.

Discount Prices — To qualify for discount pricing, orders must be received with payment on or before the discount price deadline(s).

Method of Payment — GES accepts MasterCard, Visa, American Express, check and bank ACH/Wire transfer. Purchase orders are not considered payment. All payments must be made in U.S. funds drawn on a U.S. Bank. Exhibitors will be charged a \$50.00 fee for returned NSF checks.

Third Party Billing — Each exhibiting firm is ultimately responsible for all charges incurred on its behalf. GES reserves the right to institute collection action against the exhibitor if the authorized third party does not pay. See *Third Party Billing Request* form.

Tax Exempt — If you are tax exempt in the state in which you will be exhibiting, you must provide a Sales Tax Exemption Certificate for that state. Please send the above information to the GES office for this show. Taxes vary by location and will be added to your invoice, if you do not submit your tax exempt certificate prior to the deadline.

Adjustments and Cancellations — No adjustments to invoices will be made after the close of the show. Please refer to the individual forms for labor, etc., for cancellation fees. All orders cancelled by the Exhibitor or due to the cancellation of an event or their non-participation may be subject to cancellation fees equal to 50% - 100% of the total order, based upon the status of move-in, work performed and/or GES set-up costs or expenses. A minimum non-refundable deposit of \$25.00 will be applied towards the invoice, unless there is a cancellation of your order. Additionally, GES retains the right to implement/assess a fuel or energy surcharge on all services as necessary based upon market conditions.

Bank ACH/Wire transfer payment information:

Beneficiary: Global Experience Specialists, Inc. (GES)
c/o Bank of America Account #: 7188101819
901 Main Street, TX1-492-07-14 Wire ABA Routing #: 026009593
Dallas, TX 75202-3714 USA ACH ABA Routing #: 071000039
Telephone # 702-263-2795 or 702-914-5112 SWIFT Address: BOFAUS3N
CHIPS Address: 0959

If requested, following is the physical address for routing identifiers:

Bank of America, Wire Transfer-Customer Services
2000 Clayton Road, Concord, CA 94520 USA

To properly credit your account, send the following information to the GES via email to Cash Application Team at cashapplication@ges.com.

- exhibiting company name, show name, show facility, and booth number
- date and amount of wire transfer
- bank and country where transfer originated

• If you have any questions regarding our payment policy, please call GES National Servicer® at 800.475.2098 or visit the GES Servicer® at the show.

• Please complete the information and return payment in full with this form and your orders. You may choose to pay by credit card, check, or bank wire transfer, however, we require your credit card charge authorization to be on file with GES.

• All balances must be paid at the conclusion of the event. You agree to late fees up to 1.5% per month on any balance not paid at the conclusion of the event, or balance left without appropriate credit card on file.

• For your convenience, we will use this authorization to charge your credit card for any additional amounts ordered by your representative or services rendered to your company for this event.

• GES will charge a convenience fee for each request to reprocess payment to an alternate credit card in order to cover incremental processing costs. An alternate credit card is a credit card different than the one used to process your initial payment in accordance with GES payment policy. The convenience fee will be quoted at the time your request is made to reprocess payment. The convenience fee will be added to your account balance and settled utilizing the new credit card provided.

GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior.

***This form must be returned to GES for your orders to be processed.**

Credit Card Charge Authorization

All information must be provided. **Your order will not be processed if any information is missing.** (i.e., Expiration Date, Account Number, Contact Information, Type of Card, Signature) **We require your credit card charge authorization to be on file with GES even if you are paying by check or bank wire transfer.**

Account Number ☐ Corporate Card ☐ Personal Card

PROVIDE EXPIRATION DATE

EXPIRATION DATE

☐ MasterCard
☐ VISA
☐ American Express

*Signature Required Below

CARDHOLDER'S NAME	PLEASE PRINT
CARDHOLDER'S BILLING ADDRESS	CITY
STATE	ZIP COUNTRY

Calculation of Orders

TOTAL

Material Handling	\$
Carpet	\$
Furniture & Accessories	\$
Specialty Furniture	\$
Standard Exhibit Systems	\$
Graphics & Signage	\$
Installation & Dismantling Labor	\$
In-Booth Forklift & Labor	\$
Cleaning	\$
Other GES Services (Specify)	\$
Other GES Services (Specify)	\$
Other GES Services (Specify)	\$
FULL PAYMENT in U.S. funds drawn on a U.S. Bank Global Experience Specialists Federal ID #59-1008863 GES is exempt from backup withholding tax.	\$

To simplify payment, send a check payable to Global Experience Specialists for your entire order or note the amount to be charged to your credit card.

Charge my credit card in the amount of: \$

Enclosed is a check in the amount of: \$

Check Number:

Dated:

Please note payment return addresses at top of form.

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract. *Credit card charge authorization signature required below.

PLEASE SIGN

X

AUTHORIZED SIGNATURE / CARDHOLDER'S SIGNATURE

AUTHORIZED NAME - PLEASE PRINT

DATE

Need Assistance?

Toll Free: 800.475.2098 | Tel: 702.515.5970 | www.ges.com/chat



RETURN WITH G-2: PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM TO:

Global Experience Specialists, Inc. (GES) • 7000 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

Imaging USA

Gaylord Opryland Convention Center West, Hall C1 and C2
February 1 - 3, 2015

Form Deadline Date:

January 9, 2015

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
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Return this form when a third party (any party other than international pavilion) ("AGENT") should be billed for services.

Step 1. Provide the International Pavilion contact information and signature

International Pavilion Name			
International Pavilion Address		City	State
			Zip
Phone	Fax	Contact's Email Address	
Account Number	Expiration Date	☐ MasterCard ☐ VISA ☐ American Express	
		☐ Corporate Card ☐ Personal Card	

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract, and have advised all of my AGENTS of the same.

Step 2. Check services below to invoice to the Third Party

☐ **All Services** If the Third Party is not to be invoiced for "All Services" please select specific services below. Exhibitor will need to complete Payment and Credit Card Authorization (G-2) and submit with this form if third party is not to be invoiced for all services.

- | | | | | | |
|---|---|--|---|---|--|
| ☐ Booth Cleaning | ☐ Exhibit Systems | ☐ GES Logistics | ☐ I & D Labor | ☐ Forklift Labor | ☐ Material Handling |
| ☐ Rental Carpet | ☐ Rental Furniture | ☐ Signs | ☐ Transportation | | |
| ☐ Other (Please Specify) _____ | | | | | |

Step 3. Provide the Third Party contact information

Third Party Company Name			
Third Party Company Address		City	State
			Zip
Phone	Fax	Contact's Email Address	

Step 4. Complete Third Party Credit Card Charge Authorization with signature

Cardholder Name - Please Print			
Billing Address			
City		State	Zip
Account Number		Expiration Date	☐ MasterCard ☐ VISA ☐ American Express

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.

Third Party Cardholder's Name - Please Print Date

Need Assistance?

Toll Free: 800.475.2098 | Tel: 702.515.5970 | www.ges.com/chat



RETURN TO: Global Experience Specialists, Inc. (GES) • 7000 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors
Contact us Online: www.ges.com/chat Phone: 800.475.2098 or 702.515.5970 for international exhibitors

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

Imaging USA

Gaylord Opryland Convention Center West, Hall C1 and C2
February 1 - 3, 2015

Form Deadline Date:
January 9, 2015

MANDATORY FORM*

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
SHOWSITE CONTACT	SHOWSITE CONTACT PHONE #	DATE/TIME OF ARRIVAL
CONTACT'S HOTEL (OPTIONAL)		

A unique grid must be completed for each of the following services to ensure proper placement of items in your booth. Please do not combine services onto a single grid. Print/photocopy as needed.

- ☐ Display Cases - Form Q-1
- ☐ Pegboard / Tackboard - Form Q-1
- ☐ Special Colored Drape - Form Q-1
- ☐ Standard Exhibit Systems (if exhibit size is smaller than booth size) - Form Q-1
- ☐ Pad and Carpet (if you are not carpeting your entire booth) - Form Q-1
- ☐ Installation & Dismantling - Form L-1

To use this grid:

- Use bold lines to indicate the outline of your booth.
- Indicate the scale of the grid (i.e. 1 square = 1 foot) or indicate the dimensions of your booth.
- Mark the adjacent booth numbers or aisle numbers.

Each square is _____ feet square since my booth is _____ feet wide by _____ feet long.

BACK OF BOOTH (indicate adjacent booth or aisle number: _____)

Indicate
Adjacent
Booth or
Aisle Number:

Indicate
Adjacent
Booth or
Aisle Number:

FRONT OF BOOTH (indicate adjacent booth or aisle number: _____)

*This form must be returned to GES for your orders to be processed.

Need Assistance?

Toll Free: 800.475.2098 | Tel: 702.515.5970 | www.ges.com/chat



Additional Service Order Forms



Exhibitor Signage and Rigging Order Form



Gaylord Hotels
A Gaylord Entertainment Company

Ordering Instructions ...Page 1 of 2	Pricing Information...																								
- Please Review the following: - All ceiling rigging must conform to Show Management rules and regulations and facility limitations - All overhead signs and banners must be assembled and disassembled by the exhibitor company. - All electrical signs must be in good working order and in accordance with the National Electrical Code and electricity ordered in advance through your electrical provider - All signs, banners and decorations must be hung and removed by PSAV whether in the ballroom, exhibition hall, lobbies, atriums or gazebos. Banners placement must be approved in advance by Conference Services. - Labor Rates include the price of Crew and Lift for Single Sign Package - All electrical services requirements must be submitted to Gaylord Opryland's Electrical Supervisor: PSAV Does Not Provide Power Services - A service charge of 24% will be added to the subtotal before Tax. - Please include applicable Sales Tax on equipment rental. TAX EXEMPT STATUS - If you are exempt from payment of sales tax, we require you to forward an exemption certificate for Tennessee - To guarantee equipment availability and advanced rate, submit your request 20 days prior to delivery. ***Riggers work in minimum teams of 3 (2 riggers to hang, 1 rigger for ground support.) for a minimum of 4hrs. Clients can not be used as substitute for riggers. CANCELLATIONS: A) Cancellation of ordered must be received 48 hours prior to delivery date to avoid a minimum charge. B) If services have already been provided at the time of cancellation, 100% of original charges will be applied. - Please Fax diagrams and signage specs along with this order form for a price quote. - A Quote will be provided to you via Email as Confirmation of your order.	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:60%; padding: 2px;">*Single Signage Package (for banners/signs up to 4'x6')</td> <td style="width:40%; padding: 2px; text-align: center;">Installation \$450 ++</td> </tr> <tr> <td></td> <td style="padding: 2px; text-align: center;">Removal \$450 ++</td> </tr> <tr> <td colspan="2" style="padding: 2px; text-align: center;">Price is Per Banner</td> </tr> </table> *Package price for single PSAV approved signage includes rigging labor and scissor lift. PSAV reserves the right to deem the signage as qualifying for the package guideline. The rate applies for banners or signs 4'x6' or smaller. If the sign is over 20 lbs, and/or larger than 4'x6' - additional equipment and labor will be required. Please contact us for quotation. <table border="1" style="width:100%; border-collapse: collapse; margin-top: 10px;"> <tr> <th style="width:70%; padding: 2px;">***Rigging Labor Hourly Rates for signs larger than 4'x6'</th> <th style="width:30%; padding: 2px; text-align: center;">Standard Rate</th> </tr> <tr> <td style="padding: 2px;">Straight Time - 8:00am-5:00pm (m-f)</td> <td style="padding: 2px; text-align: center;">\$ 75.00</td> </tr> <tr> <td style="padding: 2px;">Overtime - 5:00pm - 12:00am (m-f)</td> <td style="padding: 2px; text-align: center;">\$ 112.50</td> </tr> <tr> <td style="padding: 2px;">Double Time -12:00am - 8:00am (m-s)</td> <td style="padding: 2px; text-align: center;">\$ 150.00</td> </tr> <tr> <td style="padding: 2px;">Saturday - 8:00am - 12:00am (sat only)</td> <td style="padding: 2px; text-align: center;">\$ 112.50</td> </tr> <tr> <td style="padding: 2px;">Sunday - All Day (sun only)</td> <td style="padding: 2px; text-align: center;">\$ 150.00</td> </tr> <tr> <td style="padding: 2px;">Holidays - All Day</td> <td style="padding: 2px; text-align: center;">\$ 150.00</td> </tr> <tr> <td style="padding: 2px;">Scissor Lift Daily</td> <td style="padding: 2px; text-align: center;">\$200</td> </tr> <tr> <td colspan="2" style="padding: 2px; text-align: center;">** Additional Labor per person / per hour (4hr. Min)**</td> </tr> </table> ***Riggers work in minimum teams of 3 (2 riggers to hang, 1 rigger for ground support.) for a minimum of 4hrs. <i>Clients can not be used as substitute for riggers.</i> For Clarification Please Contact: Presentation Services Gaylord Opryland Resort and Convention Center 2800 Opryland Drive Nashville, TN 37214 PH: 615-458-2680 FAX: 615-458-2640 EMAIL: 1602EXPO@PSAV.com PSAV exclusively provides rigging & banner hanging services.	*Single Signage Package (for banners/signs up to 4'x6')	Installation \$450 ++		Removal \$450 ++	Price is Per Banner		***Rigging Labor Hourly Rates for signs larger than 4'x6'	Standard Rate	Straight Time - 8:00am-5:00pm (m-f)	\$ 75.00	Overtime - 5:00pm - 12:00am (m-f)	\$ 112.50	Double Time -12:00am - 8:00am (m-s)	\$ 150.00	Saturday - 8:00am - 12:00am (sat only)	\$ 112.50	Sunday - All Day (sun only)	\$ 150.00	Holidays - All Day	\$ 150.00	Scissor Lift Daily	\$200	** Additional Labor per person / per hour (4hr. Min)**	
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Holidays - All Day	\$ 150.00																								
Scissor Lift Daily	\$200																								
** Additional Labor per person / per hour (4hr. Min)**																									

rev. 8/07

It is important to note that even though the rigging department pre plans for expo rigging, due to the exposed nature of the construction in our exhibit facility (i.e. pipes, sprinklers, duct work, etc.) and the numerous variables of exposition floor space layouts, getting all expo materials to line up exactly where safe, rated rigging attachment points are located may not be achievable. Continued evaluation and final determination of the rigging plan for signs and other expo material will be completed on-site in consultation with the authorized on-site contact only once all signs and materials to be rigged are in the space and constructed. As the contracted provider of rigging services here at Gaylord Opryland, the integrity of the hotel's physical plant and safety of guests are of the utmost importance.

On Site Contact must be available at the Delivery Time. Additional labor charges may result from absence.



Event Signage and Rigging Order Form

Gaylord Hotels
A Gaylord Entertainment Company



Event Information Page 2 of 2

Event Name: _____ Event Load In Date: _____
Event Hall Location: _____ Event Load Out Date: _____

Booth Information

Booth Name: _____ Booth Number: _____
Booth Dimensions: _____ X _____
Delivery Date: _____ Time: _____
Removal Date: _____ Time: _____

Customer Information ...

Company Name: _____
Address: _____
City: _____
State: _____ Zip: _____
Ordered By: _____
Telephone #: _____
Fax #: _____
Email: _____

Signage Information

STANDARD SIGN MAX SIZE 4'x6' MAX Weight 20lbs: \$900 per sign + 24% SC and 9.25% Tax
Sign Type: _____ Sign Weight: _____
Sign Dimensions: _____ Number of signs: _____

NON STANDARD SIGN - Will Require Custom Rigging Price Quote

Sign Type: _____ Sign Weight: _____
Sign Dimensions: _____ Number of signs: _____

Attach Sign Manufacturer Specifications to this order OR

Please use the space below to sketch a description of your signage

Onsite Contact Information...

Name: _____
Phone: _____
Cell: _____
Email: _____
Arrival Date: _____

Return Form To:

Presentation Services

Gaylord Opryland Resort and Convention Center
2800 Opryland Drive
Nashville, TN 37214
PH: 615-458-2680 FAX: 615-458-2640
EMAIL: 1602EXPO@PSAV.com

Method of Payment

Credit Card

Please submit attached authorization

Check

Check must be received 14 days prior

Attach Show Layout with booth and sign location indicated to this order OR

Please use the space below to sketch a description of your booth and approximate signage location.



Exhibit Hall Services

Electrical/Plumbing Order Form

Please fax or mail to:
Attn: Exhibit Hall Operations
Gaylord Opryland Resort & Convention Center
2800 Opryland Drive Nashville, TN 37214
(P) 615-458-6390 (F) 615-458-6094

Convention Name		Company Name		Booth #	Set Up Date
Address		City		State	Zip Code

Contact Name	Phone #	Email Address (for a receipt)
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*** PLEASE COMPLETE & INCLUDE THE ATTACHED CREDIT CARD AUTHORIZATION FORM ***

120 Volt Power	Quantity	15 day Advance Price	Quantity	Regular Price	Amount	Electrical Connection
1 Outlet to 500 watts or 5 amp		\$130.00		\$150.00		Each outlet is considered one actual plug-in. Prices are per outlet, or combination of outlets with electrical load not to exceed watt and/or ampere rating indicated. Prices printed include labor and 24-hour service. This represents a one-time charge, not a daily rate. Rates quoted for electrical connections cover only the bringing of services to the booth in the most convenient manner. Gaylord Opryland does not supply labor for connecting or running electrical inside booth area. All electrical to be installed will be on the floor at the back of the booth for in-line booths. For your convenience, Gaylord Opryland will staff an electrical service desk during exhibitor set-up.
2 Outlets to 1000 watts or 10 amp		\$150.00		\$190.00		
3 Outlets to 1500 watts or 15 amp		\$175.00		\$215.00		
4 Outlets to 2000 watts or 20 amp		\$205.00		\$245.00		
6 Outlets to 3000 watts or 30 amp		\$255.00		\$295.00		
208 Volt Power						*Compressed Air Gaylord Opryland supplies 1/2" or 3/4" quick release female connection. Exhibitor is responsible for male connector. Fitting can be purchased on site. Gaylord Opryland supplies 100 PSI. Exhibitor is responsible for air regulator if needed. Please list CFM required. _____
	1 Ø	3 Ø				
15 Amp				\$249.00	\$289.00	
20 Amp				\$319.00	\$419.00	
30 Amp				\$439.00	\$599.00	
50 Amp				\$674.00	\$939.00	
Note: All equipment utilizing nominal 208 voltage must have appropriate male plug Please list (NEMA)#:						
480 Volt Power		Please Call for Pricing				
Special / Larger Requirements:						Island Booths
						Electrical service will come from exhibit hall ceiling and will be provided in the most convenient manner. Gaylord Opryland does not supply labor for connecting or running electrical inside booth area.
Extension Cords (rental only) Exhibitor must pick up at service desk						**Water and Drainage
25 ft. 1 outlet extension cord		\$15.00		\$15.00		Water - Gaylord Opryland supplies male threaded hose connector. Exhibitor is responsible for bringing connector to adapt. Drainage - Depending on location of exhibit, a pump may be required at an additional cost.
25 ft. 3 outlet extension cord		\$20.00		\$20.00		
6 outlet power strip		\$25.00		\$25.00		
*Compressed Air minimum charge		\$175.00		\$175.00		See Terms and Conditions (page 2)
**Water minimum charge		\$175.00		\$175.00		
Drainage minimum charge		\$140.00		\$140.00		Full payment must accompany this order form in order to avoid paying regular price. Not refundable for non-use or no show. In order to receive a refund, cancellations must be made at least seven (7) days prior to set-up day. Prices are subject to change without notice.
Fill & Drain up to 50 gallons		\$150.00		\$150.00		
Fill & Drain 51 - 200 gallons		\$225.00		\$225.00		
Fill & Drain 201 - 500 gallons		\$300.00		\$300.00		
Fill & Drain over 500 gallons		please call for pricing				
Note: All above Electrical, Air, Water & Drain charges have Labor Fee included						
***Labor per hour 7 am - 5 pm		\$70.00		\$70.00		<u>Gaylord Opryland Use Only</u>
***Labor per hour 5 pm - 7 am		\$100.00		\$100.00		
***Note: Above Labor Fees are for troubleshooting and/or special wiring only. Gaylord Opryland is not a source of electrical SET-UP labor.						
Sub Total						
18% Service Charge						
Sub Total + Service Charge						
TN Sales Tax 9.25%						
TOTAL						

FSPMS CODE: _____



Terms and Conditions for Exhibits and Displays

Adhesives: No pins, tacks, or adhesives of any kind are permitted on any hotel wall, door, or column. Any tape applied to the floor must be approved by the Hotel Exhibit Hall Manager. Proper tape can be purchased from the Hotel Exhibit Hall Manager. No helium filled balloons or adhesive backed stickers may be given out by exhibitors.

Non-Flammable Materials: All materials used in the Exhibit Hall, Ballroom, or any other room of Gaylord Opryland MUST be non-flammable to conform with the Fire Regulations of Nashville, Tennessee. Electrical wiring and equipment installation must conform to appropriate Nashville, Tennessee codes. Gaylord Opryland personnel are obligated to refuse connections where wiring is not in accordance with subject code. Material not conforming with such regulations will be removed immediately at the exhibitor's expense. Engines, motors or any kind of equipment may be operated only with the consent of the Director of Conference Services or Exhibit Hall Manager at Gaylord Opryland.

Special Notices: All booth equipment, furniture and carpeting must be confined to the measured limits of the booth. No nails, or bracing wires used in erecting displays may be attached to the building without written consent of the Director of Conference Services or the Exhibit Hall Manager at Gaylord Opryland. All property destroyed or damaged by the exhibitor must be replaced in its original condition by the exhibitor or at the exhibitor's expense.

All materials and equipment furnished to the Exhibitor by Gaylord Opryland will remain Gaylord Opryland property and will be removed by Gaylord Opryland after close of show.

Liability: Gaylord Opryland is not responsible for any injury, loss or damage that may occur to the exhibitor, the exhibitor's agents, employees, or property, or to any other person or property, prior, during, or subsequent to the period covered by the exhibit contract, provided said injury, loss or damage is not caused by the willful negligence of an employee of Gaylord Opryland. Each Exhibitor hereby expressly releases Gaylord Opryland from such liabilities and agrees to indemnify Gaylord Opryland against any and all claims for such injury, loss or damage.

Insurance: Exhibitors who desire to carry insurance on their exhibits must do so at their own expense.

Fire Regulations: All doors and openings must be kept clear. Exit Signs, fire alarms and extinguishers must be visible at all times.

By the order of the Fire Marshall: Display vehicles must meet the following requirements:

- Fuel level must be no more than 1/8th of a tank
- Battery cables must be disconnected
- Gas cap must be locked and / or taped shut

Storage: Absolutely no storage of material of any type allowed behind booths or between booths. Gaylord Opryland has no facilities for the storage of exhibits. All shipments for an exhibit must be directed to the official drayer. Shipments that arrive prior to show time will be directed to the official drayer's warehouse for storage and delivery to the exhibitor's booth at show time, at exhibitor's expense.

Food and Beverage: Any food or beverage dispensed or given away at booths must be supplied and prepared by Gaylord Opryland.



Credit Card Authorization Form
Please fax or mail with order to:
Attn: Exhibit Hall Operations
Gaylord Opryland Resort & Convention Center
2800 Opryland Drive Nashville, TN 37214
(P) 615-458-6390 (F) 615-458-6094

Convention Name

Convention Date(s)

Company Name

Booth Number

I, _____, the undersigned agree to give Gaylord Opryland Resort and Convention Center authorization to charge for Electrical Services (labor and materials), Compressed Air and Water/Drain to my credit card. Payment is accepted through Exhibit Hall Services in the form of VISA, MASTERCARD, AMERICAN EXPRESS or DISCOVER. Checks and cash are not accepted. Credit will not be given for services ordered and not used. Cancellations must occur 7 days prior to the installation of services. All disputes must be filed by the exhibitor with the Exhibit Hall Services Department prior to the close of the show.

— — —
Credit Card #

/
Expiration Date

Name of Cardholder (print)

Cardholder's Signature

(If Different From PG 1)

Billing Address

City

State

Zip Code

Date: _____

*All published rates are Event rates. Meaning that if the event is one minute or twenty thousand minutes it is the same rate.

Custom Dedicated Private Network - Choose the amount of bandwidth and a method of delivery (wired or wireless)

	Rate	Quantity	Wired **	Wireless	Extended Total
512 kbps	\$625				
recommended for up to 5 devices ***					
768 kbps	\$900				
recommended for up to 7 devices ***					
1.0 Mbps	\$1,000				
recommended for up to 10 devices ***					
1.5 Mbps	\$1,350				
recommended for up to 15 devices ***					
3.0 Mbps	\$2,400				
recommended for up to 30 devices ***					
If Opryland IT runs wired cables fee per each **	\$75				

Custom bandwidth selection

Mbps

*** recommendations are based on 100 kbps per device for a light and casual internet experience; please review your application requirements before choosing a bandwidth option.
Streaming and other similar applications could have very specific per device

** In order to build the network properly please indicate under wired and wireless how many devices for each

** For wired devices the price is not inclusive of Opryland IT running each cable; each cable Opryland IT runs is an additional \$75 each cable and switches and cables are included with the additional fee

For other bandwidth amounts please email or call for pricing (up to 150 Mbs)

Infrastructure / Network Access / Wireless Equipment

	Rate	Quantity		Extended Total
Branded Splash Page (custom dedicated wireless network required)	\$500			
Redirection to website after splash page (custom dedicated wireless network required)	\$500			
Expedite Fee	\$250			

Telecommunication Services

	Rate	Quantity		Extended Total
Direct Inward Dial Telephone Line (DID line)	\$150			
Private Voice Line (AT&T Line)	\$150			
ISDN BRI Circuit	\$700			
Poly Com Conference Telephone	\$100			
Multi Line Digital Telephone	\$100			

We provide a Standard Desk telephone with each phone line.

For Text Messaging and Digital Signage, please call for pricing

Subtotal

Tennessee State Tax (9.25%)

Grand Total

Special Instructions:



Information Technology

2800 Opryland Drive
Nashville, TN 37214
Phone: 615-458-0110
Fax: 615-458-0120
Email: oprylanditsales@gaylordhotels.com

Installation Information

Gaylord Location (meeting room name) or Booth #: _____

Setup Day/Date/ Time: _____

Remove Day/Date/Time: _____

Conference Information

Conference Name: _____

Conference Dates: _____

Booth or Company Information

Company Name: _____

Onsite Contact name: _____

Address: _____

City: _____

State: _____

Zip: _____

Email Address: _____

Phone: _____

Payment Information

Credit Card #: _____

Expires: _____

Gaylord Assigned Group Code: _____

(Gaylord Accounting would have given this to you)

Signature: _____

IT Quick Reference

All published rates are Event rates. Meaning that if the event is one minute or twenty thousand minutes it is the same rate.

Expedite Fees will be incurred if we have to move up the installation time or change locations of the set need to another location even in the same room.

Please follow the following: If using a device that broadcasts in A,B,G or N please turn radio power down to the lowest usable level, please use channel 1 (A,B or G) and please encrypt the signal

Our wireless network is designed to over talk any interfering broadcasts which may result in service interruptions; we will always default to protect devices on our network first

If you need specific amount of bandwidth for your devices please let us know otherwise we will default to a suggestion of 100 kbps per device. This may not work for your application so we rely on your guidance since you are the expert in what you do.

Diagrams of booth locations or meeting room locations of IT services is ideal if we do not have diagrams this could result in delay of services getting to the appropriate locations.

If you are going to stream video or audio you will want to review per device recommendations for the application you will be using to select the appropriate amount of bandwidth

When ordering multiple devices on the custom network we will provide the switch and cables necessary.

All telephone calls are subject to, surcharges, long distance fees, and calling fees based on AT&T operator assisted rates

To dial locally dial 9 + number (except with a AT&T private line no need to dial 9)

To dial long distance dial 9 + 1 + area code + number (except with an AT&T private line no need to dial 9)

To dial international dial 9 + 011 + country code + number (except with an AT&T private line no need to dial 9)

Call for pricing if you wish to be placed on a shared network. The shared network will not have any service guarantees associated

We recommend that you have all the latest updates for your device installed prior to arrival.

We suggest turning off your updates once on property to avoid an update in the middle of a critical demonstration

Gaylord Opryland Resort and Convention Center Information Technology Terms, Conditions and Regulations

- 
- Installation of network and cabling services within the Gaylord Opryland Resort and Convention Center is exclusive. IT Services are to be ordered by each exhibitor separately and are not to be shared with other exhibitors. This also refers to wireless devices. Routine audits are performed to ensure adherence.
- 
- All prices are for rental of services only. Material and equipment furnished by the Gaylord Opryland Resort and Convention Center for IT services shall remain the property of the Gaylord Opryland Resort and Convention Center's unless otherwise specified, and shall be returned to the Gaylord Opryland Resort and Convention Center's Exhibitor Service desk at the close of show. The Gaylord Opryland Resort and Convention Center is not responsible for lost or damaged equipment while in the exhibitor's possession.
- 
- Under no circumstances shall anyone other than the Gaylord Opryland Resort and Convention Center's Information Technology technicians make any special wiring within the resort property. Only the Gaylord Opryland Resort and Convention Center's Information Technology technicians are authorized to modify system wiring or cabling. Any wiring or cabling damage costs (plus administration fees) will be billed to the exhibiting firm name.
- 
- Delivery data transmission lines ordered from an outside vendor will only be allowed to the property DMARC Center. All circuit installs must be coordinated with the Gaylord Opryland Resort and Convention Center's Information Technology group at least 9 weeks in advance of show date. If we are not notified we will refuse access and delivery.
- 
- All exhibitor network services will be disconnected on the last day of the event, sixty (60) minutes after the show's official closing time.
- 
- Rates quoted for all services include bringing the requested communication services to the booth in the most convenient manner and do not include special wiring, over-head drops and/or special placement of communication services, computer equipment or intranet working cabling. All island booths will require a scaled diagram with orientation. Additional labor and materials will be charged for precise placement of communication services. Additional labor charges will be required for relocating service after installation. The Gaylord Opryland Resort and Convention Center will not be responsible for any cutting or altering of any floor coverings in order to bring data services to a booth.
- 
- Changes to original orders will require a service order to be signed by the exhibitor acknowledging receipt of service and any associated labor. Labor is charged in full hour increments (minimum charge is 1 hour). Labor rate is \$150.00/hour.
- 
- Notification of cancellation must be received in writing a minimum of five (5) days prior to scheduled opening date. Credit will not be given for connections installed and not used. No credit will be given for service canceled less than forty-eight (48) business hours prior to the scheduled event opening. Disputes concerning services must be filed by the exhibitor with the Exhibitor Services Department prior to the close of show. The Gaylord Opryland Resort and Convention Center will resolve disputes in a timely manner.
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- The network connections provided by Gaylord Opryland Resort and Convention Center may be used only by the directors, officers and employees of the company; exhibitors, agents and consultants while performing service for the exhibiting company and cannot be resold or distributed to other companies. The services being provided by Gaylord Opryland Resort and Convention Center will facilitate communications between the Gaylord Opryland Resort and Convention Center's authorized users and the entities reachable through the Internet. Users of Gaylord Opryland Resort and Convention Center services shall use reasonable efforts to promote efficient use of the network to minimize, and avoid if possible, unnecessary network traffic and interference with the work of other users of the interconnected networks.



Users of Gaylord Opryland Resort and Convention Center services shall not disrupt any of the Gaylord Opryland Resort and Convention Center network or other associated networks as a whole or any equipment of system forming part of their systems, or any services provided over, or in connection with any of the Gaylord Opryland Resort and Convention Center or other associated networks. Gaylord Opryland Resort and Convention Center services shall not be used to transmit any communication where the meaning of the message, or it's transmit distribution, would violate any applicable law or regulation or would likely be highly offensive to the recipient or recipients thereof.



Gaylord Opryland Resort and Convention Center reserves the right to troubleshoot with tools such as Sniffer Pro, FLUKE network analyzers, etc. Gaylord Opryland Resort and Convention Center reserves the right to immediately disconnect network connections when activity such as denial of service attacks, port scans, or any other form of network performance degradation activities. After disconnection, isolation and quarantine assistance will be given.



All devices for which the Gaylord Opryland Resort and Convention Center provides Internet or Networking connectivity shall be required to obtain a Gaylord Opryland Resort and Convention Center assigned IP address. At no time, while connected to Gaylord Opryland Resort and Convention Center network, will the customer use run their own DHCP server. Physical layer network audits are performed to ensure adherence.



The Customer must provide the node equipment (personal computer, etc.) properly configured, as well as a standard Ethernet adapter card, rated for 10/100/1000Mbps with an RJ-45 jack. The Customer is responsible for the proper configuration of computing machinery and software for Internet and Ethernet communications.



Wireless Specific (802.11a,b,g, n): The use of any wireless access point or any other device that interferes with the facilities wireless data frequencies is strictly prohibited. At no time will an exhibitor or customer power up any wireless device not provided by Gaylord Opryland Resort and Convention Center without prior authorization. Additional charges will be added upon violation.



Wireless users will receive a user name and password specific to that MAC Address that it initially logs onto the network. If the username and password is used more than once by a different device i.e. (pc, laptop, pocket pc, etc.) additional connections will apply at the standard rate. These charges are subject to be applied to the credit card on file without notification. No sharing of password and usernames will be permitted. Each device needing connectivity will need there own username and password.



Internet Performance Disclaimer: Gaylord Opryland Resort and Convention Center does not guarantee the performance, routing, or throughput, either expressed or implied, of any data circuit connectivity with regards to the Internet and/or Internet backbones beyond any facility we service. The Gaylord Opryland Resort and Convention Center is the exclusive supplier of Internet connectivity for all events within the facility. We are equipped with a Metro Ethernet (300 Mbps) dedicated Internet connection to a tier 1 provider, and can provide Internet and networking connectivity to any location within the Convention Center.



Internet Security Disclaimer: Gaylord Opryland Resort and Convention Center does not provide security, such as but not limited to firewalls, NATing devices, virus protection, etc. for any Internet services we provide. It is the sole responsibility of the exhibitor or customer to provide all necessary security. With execution of this document the Customer is agreeing to the Terms and Conditions of this document and will hold Gaylord Opryland Resort and Convention Center; its agents and contracts harmless for any and all liabilities arising from the use of non-secured data circuits.



Streaming video or audio is not allowed on the shared network as it will not only effect your service experience but also everyone else that is on the shared network. You must purchase a dedicated solution if you desire to stream audio or video here at Gaylord Opryland. **No exceptions.**

*** Please note: Early Order deadline is January 12th, 2015!**



Exhibiting Company Name:		Booth #			
Flat Panel Displays		QTY.	Early Order	Show Rate	Total
Please call for pricing on LED and LCD Video Wall Options			Please call for pricing!		
24" Flat Screen (16:9, HD) with Dell Sound Bar			\$375.00	\$487.50	
32" Flat Screen (16:9, HD) with Internal Speakers			\$675.00	\$877.50	
42" Flat Screen (16:9, HD) with Internal Speakers			\$795.00	\$1,033.50	
46" Flat Screen (16:9, HD) with Internal Speakers			\$990.00	\$1,287.00	
55" Flat Screen (16:9, HD) with Internal Speakers			\$1,200.00	\$1,560.00	
60" Flat Screen (16:9, HD) with Internal Speakers			\$1,680.00	\$2,184.00	
70" Flat Screen (16:9, HD) with Internal Speakers			\$1,800.00	\$2,340.00	
80" Flat Screen (16:9, HD) with Internal Speakers			\$2,800.00	\$3,640.00	
90" Flat Screen (16:9, HD) with Internal Speakers			\$4,000.00	\$5,200.00	
103" Flat Screen (16:9, HD), no speakers			\$7,600.00	\$9,880.00	
Mounting Bracket for 32-65" - (Labor for mounting not included)			\$150.00	\$195.00	
Single Post Stand - (up to 24" screen, Labor for mounting not included)			\$150.00	\$195.00	
Dual Post Stand - (32"-65" Screen, Labor for mounting not included)			\$225.00	\$292.50	
Popular Audio Visual Packages		QTY.	Early Order	Show Rate	Total
24" Flat Screen with Speakers (16:9, HD) with Single Post Stand			\$525.00	\$682.50	
32" Flat Screen with Speakers (16:9, HD) with Dual Post Stand			\$900.00	\$1,170.00	
42" Flat Screen with Speakers (16:9, HD) with Dual Post Stand			\$1,020.00	\$1,326.00	
46" Flat Screen with Speakers (16:9, HD) with Dual Post Stand			\$1,215.00	\$1,579.50	
Touch Screen and SMART Displays		QTY.	Early Order	Show Rate	Total
32" Touchscreen			\$800.00	\$1,040.00	
46" Touchscreen			\$1,300.00	\$1,690.00	
65" Touchscreen			Please call for pricing!		
SMART Monitors			Please call for pricing!		
Computing		QTY.	Early Order	Show Rate	Total
Desktop Computer with Monitor (3.2 GHz or faster)			\$275.00	\$357.50	
Laptop Computer (Core i5/2.5ghz/4GB/300GBHD/DVD)			\$325.00	\$422.50	
All-in-One PC (HP TouchSmart)			\$500.00	\$650.00	
Apple 21.5" iMac (Intel Core 2 Duo/3.06 GHz)			\$300.00	\$390.00	
Apple 15" MacBook Pro (2.3 GHz Quad Core with Thunderbolt)			\$450.00	\$585.00	
Apple 17" MacBook Pro (2.3 GHz Quad Core with Thunderbolt)			\$550.00	\$715.00	
Additional Audio Visual Equipment		QTY.	Early Order	Show Rate	Total
Specialty Lighting Options			Please call for pricing!		
DVD player with Auto Repeat			\$120.00	\$156.00	
Blu-ray DVD Player with auto repeat			\$150.00	\$195.00	
Small High Performance PA System (2 speakers, 1 Mixer/Amp)			\$330.00	\$429.00	
Wireless Microphone			\$240.00	\$312.00	
Quoted Additional Equipment		QTY.	Early Order	Show Rate	Total
Daily rate subject to a 30% increase when ordering equipment after January 12th, 2015.					
Contact Your Freeman Representative		Total Your Order			
Yesenia Mata Yesenia.Mata@freemanco.com Phone: 214-623-1308 Fax: 469-621-5620 Online at www.freemanco.com Don't see what you are looking for? Please Call to Discuss the Options!		Equipment Sub-Total:			
		* 28% Handling Charge (\$124.00 Min): Includes Delivery, Install & Dismantle			
		Added Labor for wall/truss mounting (\$75):			
		State Sales Tax (9.5%):			
		Total Charge:			
		* Handling Charge includes delivery, installation, dismantle and on-site tech support. 28% of equipment sub-total for orders under \$3000 (\$124 minimum).			

Please Fill in All Information Below Before Submitting Your Order!

Your Name:		
Booth Number:		
Exhibiting Company Name:		
Third Party (if applicable):		
Company Address:		
City:	State:	Zip Code:
Phone:	Fax:	
Email:		
Signature:		
<i>A representative must be in your booth at the time of delivery unless alternate arrangements are made. Delivery subject to readiness of the booth structure and set-up.</i>		
On Site Contact Person:	Cell Phone:	
Payment Information		
Method of Payment (choose one):		
☐ Master Card	☐ Check (in US Funds)	
☐ Visa	☐ Bank Transfer (please call for details)	
☐ American Express	☐ Key Account	
Credit Card Number:		
Expiration Date:		
Card Holder Name (Please Print):		
Signature:		

*** For your convenience, we will use your authorization to charge your credit card account for your advanced and on site orders placed by your representative. These charges may include all Freeman companies, or any charges which Freeman may be obligated to pay on behalf of the Exhibitor including without limitation, any shipping charges.*

*** All payments must be made in advance in US funds*

**Cancellation Policy: Any cancellation must be received within 7 days of show open to avoid being charged one day's rate.
 Cancellations after delivery will result in a day's charge and labor incurred.**

YOU ARE ENTERING A CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE. The terms and conditions set forth below become a part of the Contract between Freeman and you, the EXHIBITOR. Acceptance of said terms and conditions will be construed when any of the following conditions are met: THE METHOD OF PAYMENT FORM IS SIGNED; OR AN ORDER FOR LABOR, SERVICES AND/OR RENTAL EQUIPMENT IS PLACED BY EXHIBITOR OR WORK IS PERFORMED ON BEHALF OF EXHIBITOR BY LABOR SECURED THROUGH FREEMAN.

DEFINITIONS

For purposes of this Contract, "Freeman" means Freeman Expositions, Inc., Freeman Expositions, Ltd., Freeman Audio Visual, Inc., and their respective employees, directors, officers, agents, assigns, affiliated companies, and related entities. The term "Exhibitor" means the Exhibitor, its employees, agents, representatives, and any Exhibitor Appointed Contractors ("EAC").

PAYMENT TERMS

Full payment, including any applicable tax, is due at the time the order is placed. Purchase orders are not considered payment. All payments must be in U.S. funds and all checks must be drawn on a U.S. bank. Orders received without advance payment or after the deadline date will incur additional After Deadline charges as indicated on each order form. All materials and equipment are on a rental basis for the duration of the show or event and remain the property of Freeman except where specifically identified as a sale. All equipment rentals are based on Show Rates and apply only to Show Days. Rental prices on Audio Visual equipment (including computers) do not include labor, delivery, electrical services or removal of the equipment from the booth. Exhibitor agrees to use all rental equipment with reasonable care to prevent excessive wear and tear and/or damage to Freeman's property. Exhibitor will notify Freeman immediately of any damage to rental equipment and agrees to be billed for any damage to, or loss of, rental equipment rented to Exhibitor. In case of cancellation of any labor orders by Exhibitor, a one-hour "per person, per hour" charge will be applied for all labor and equipment orders that are not canceled in writing at least 24 hours prior to the scheduled start time. If Prestige Carpet, Custom-Cut Carpet, Modular Rental Exhibits, Audio Visual and/or Computer Equipment and any other custom-order items or services have already been provided at the time of cancellation, fees will remain at 100% of the original charge. If the Show or Event is canceled because of reasons beyond Freeman's control, Exhibitor remains responsible for all charges for services and equipment provided up to and including the date of cancellation. Freeman will not issue refunds to Exhibitor of any payments made before the date of cancellation. It is Exhibitor's responsibility to advise the Freeman Service Center Representative of problems with any orders, and to check the Exhibitor's invoice for accuracy prior to the close of the Show or Event. If Exhibitor is exempt from payment of sales tax, Freeman requires an exemption certificate for the State in which the services are to be used. Resale certificates are not valid unless Exhibitor is rebilling these charges to its customers. For International Exhibitors, Freeman requires 100% prepayment of advance orders, and any order or services placed at show site must be paid at the show. For all others, should there be any preapproved unpaid balance after the close of the show; terms will be net, due and payable in Dallas, Texas upon receipt of invoice. Effective 30 days after invoice date, any unpaid balance will bear a FINANCE CHARGE at the lesser of the maximum rate allowed by applicable law, or 1.5% per month, which is an ANNUAL PERCENTAGE RATE of 18%, and future orders will be on a pre-paid basis only. If any finance charge hereunder exceeds the maximum rate allowed by applicable law, the finance charge shall automatically be reduced to the maximum rate allowed, and any excess finance charge received by Freeman shall be either applied to reduce the principal unpaid balance or refunded to the payer. If past due invoices or invoice balances are placed with a collection agency or attorney for collection or suit, Exhibitor agrees to pay all legal and collection costs. THESE PAYMENT TERMS AND CONDITIONS SHALL BE GOVERNED BY AND CONSTRUED IN ACCORDANCE WITH THE LAWS OF THE STATE OF TEXAS. In the event of any dispute between the Exhibitor and Freeman relative to any loss, damage, or claim, such Exhibitor shall not be entitled to and shall not withhold payment, or any partial payment, due to Freeman for its services, as an offset against the amount of any alleged loss or damage. Freeman reserves the right to charge Exhibitor for the difference between the Exhibitor's estimate of charges and the actual charges incurred by Exhibitor, or for any charges that Freeman may be obligated to pay on behalf of Exhibitor, including without limitation, any shipping charges. If Exhibitor provides a credit card for payment and charges are rejected by the Exhibitor's credit card company for any reason, Freeman hereby provides notice that it reserves the right, and Exhibitor authorizes Freeman, to continue to attempt to secure payment through that credit card for as long as unpaid balances remain on the Exhibitor's account. Exhibitor hereby grants a lien on its property in Freeman's possession to the extent of any outstanding obligations owed to Freeman by Exhibitor.

LABOR UNDER SUPERVISION OF EXHIBITOR: Exhibitor shall be responsible for the performance of labor provided under this section. It is the responsibility of Exhibitor to supervise labor secured through Freeman in a reasonable manner as to prevent bodily injury and/or property damage and also to direct them to work in a manner that is in compliance with Freeman's Safe Work Rules and/or Federal, State, County and Local ordinances, rules and/or regulations, including but not limited to Show or Facility Management rules and/or regulations. It is the responsibility of Exhibitor to check in with the Service Desk to pick up labor, and to return to the Service Desk to release labor when the work is completed. **INDEMNIFICATION:** Exhibitor agrees to indemnify, hold harmless, and defend Freeman from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) arising out of work performed by labor provided by Freeman but supervised by Exhibitor. Further, the Exhibitor's indemnification of Freeman includes any and all violations of Federal, State, County or Local ordinances, "Show Regulations and/or Rules" as published and/or set forth by Facility or Show Management, and/or directing labor provided by Freeman to work in a manner that violates any of the above rules, regulations, and/or ordinances.

How do you recognize your **new #1 client?**

With **complete prospect profiles**
captured with **X•Press Leads**.



A simple scan gives you the contact and demographic information to identify your ideal prospects. Make your exhibiting efforts pay off with the small investment that yields huge returns.

X•Press Lead Family Solutions for every exhibitor

X•Press Connect App

- Scan or type badge ID on your mobile device
- Real-time leads list
- Review, add notes and qualifiers
- Set Appointments
- Fast email followup



System Requirements:

Android – compatible with phones and tablets (2.x or higher)

Apple iOS – compatible with phones and iPads (3.x or higher)

3 megapixel or higher camera is recommended

Leads are available during the show and post-event at www.xpressleadpro.com/leads, for no additional charge. All orders include onsite and post show tech support.

X•Press Connect Plus

- Our portable handheld wireless scanner
- Scans anywhere
- Full color display
- Real-time leads list
- Optional Bluetooth printer upgrade



X•Press Leads - Exclusive Lead Retrieval provider

Convention Data Services is the official and exclusive lead retrieval supplier for **Imaging USA 2015**. Their X•Press Leads equipment includes the X•Press Connect software app and the X•Press Connect Plus wireless handheld scanning device (printer upgrade available). Both solutions allow exhibitors to electronically capture complete attendee contact information onsite, and enter custom notes into the lead record. Files are then available for the exhibitor to download for instant lead follow up.

Important 2014 Badge Barcode Information: This event deploys a QR code on the badge. If you use your own lead retrieval system, you will need to order the data conversion service to obtain complete attendee data. Please contact **Nicole Hutchison**, Exhibitor Services Account Manager to discuss the data conversion service and other lead retrieval options via phone 508-743-0162 or email nhutchison@cdsreg.com.



Convention Data Services | 107 Waterhouse Road | Bourne, MA 02532

www.xpressleadpro.com | 1-800-746-9734 | 1-508-743-0197 | xpressleadpro@cdsreg.com

X•Press Leads
CONVENTION DATA SERVICES®

Not everyone will have a business card. Everyone will have a name badge to scan. Don't miss a single prospect!

Order Online and Save the \$10 processing fee: www.xpressleadpro.com Show Code: **IMGX025**

Leads are available during the show and post-event at www.xpressleadpro.com/leads for no additional charge.
All orders include onsite and post event tech support.

EARLY* **ADVANCE*** **STANDARD****
thru thru after
12/11/14 **01/09/15** **01/09/15**



X•Press Connect App - Licensed App for YOUR iPhone, iPad, and Androids.
Use your own mobile device to scan or type badge ID for real-time lead information. X•Press Connect features include standard qualifiers or surveys, fast email "follow-up", schedule appointments (**iPhone only**), lead rating, view real-time statistics and the ability to work offline.
Leads uploaded in real-time to our password protected website.

Additional License - If you plan to use the app on more than one device, you will need to purchase additional licenses. Each mobile device requires a license to activate the app.

System Requirements: Android – compatible with phones and tablets (2.x or higher)
Apple iOS – compatible with phones and iPads (3.x or higher) 3 megapixel or higher camera is recommended

watch video 

QTY	TOTAL		
☐	\$335	\$390	\$450
☐	\$125 for each additional license		

Additional licenses can also be included with the purchase of the Xpress Connect Plus.



X•Press Connect Plus - Handheld Wireless Device
This is a wireless handheld mobile device that comes with a charger for overnight charging. Scan badge, retrieve instant complete contact data, add notes, qualifiers, and rate the lead.
(**Mobile device provided**). *Leads uploaded in real-time to our password protected website.*

Connect Plus Bundle - Includes Unit, X•Press DITP Service and X•Press Custom Qualifiers at a 10% savings

Connect Plus Printer - Add a Bluetooth printer for hardcopy leads printout on the Connect Plus. One per unit

watch video 

☐	\$425	\$475	\$540
☐	\$560	\$640	\$760
☐	+\$75	+\$85	+\$95

3rd Party X•Press Data Conversion Service - Retrieve complete badge information on your third party device real-time or post event.
If you use your own lead retrieval system, the Data Conversion Service is required. The QR Code for this event will only include minimal information: Badge ID, Show Code, First Name, and Last Name. To obtain **complete** attendee data real-time or post-event, you will need to order the Data Conversion Service.

☐	\$500 per event
--------------------------	-----------------

X•Press Extras - Optional Services

X•Press Custom Sales Lead Qualifiers

Available for all systems to enhance your post-show follow up. Target ideal prospects!
Submit customized qualifiers with an online order or by email to xpressleadpro@cdsreg.com . - 20 lines with a 22 character limit

☐	\$100	\$120	\$155	
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X•Press DITP Service

Delivery, Installation, Training and Pick-up Service. Ensure your booth staff learns tips to maximize results.

☐	\$100	\$120	\$155	
--------------------------	-------	-------	-------	--

Protect your lead retrieval equipment if stolen or damaged by including the loss damage waiver with your order.

Company Name: _____

Order Online and Save the \$10 processing: www.xpressleadpro.com Show Code: **IMGX025**

Fax both order pages to **1.508.759.4238** (\$10 processing fee will be applied on all faxed, mailed and emailed orders.)



Scan the QR code to launch videos.

Please Note: Product availability is subject to the individual show.

<http://conventiondataservices.com/products/exhibitors.aspx>

Subtotal	=
Optional Loss Damage Waiver (cost is per unit)	QTY ____ X \$75 =
Processing Fee (No Fee for ordering online)	+ \$10.00
TOTAL (US dollars)	=

Order Online and Save the \$10 processing fee: www.xpressleadpro.com Show Code: IMGX025

*Leads are available during the show and post-event at www.xpressleadpro.com/leads for no additional charge.
All orders include onsite and post event tech support.*

Questions? Please Call:

1-800-746-9734

1-508-743-0162

or email:

nhutchison@cdsreg.com

Fax both order pages to:

1-508-759-4238

**NO REFUNDS WITH-IN 30 DAYS
OF SHOW OPENING**

***All other order cancellations are
subject to a \$100.00 cancellation fee**

****Onsite orders limited to availability**



**CONVENTION
DATA SERVICES®**

CONTACT

COMPANY: _____

CONTACT NAME: _____

BILLING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____ BOOTH #: _____

PHONE: _____ FAX: _____

EMAIL: _____

COMPANY WEB ADDRESS: <http://www.>_____

All orders will be confirmed by email.

PAYMENT METHOD: ☐ MC ☐ VISA ☐ AMEX

CARD NUMBER: _____

NAME ON CARD: _____

EXPIRATION DATE: _____ *"Convention Data Services" will appear on your credit card statement.*

SIGNATURE: _____

PAYMENT

Authorization

Your signature denotes acceptance of the Terms & Conditions on both pages of this order form and is required prior to processing.

SIGNATURE: _____

PRINT NAME: _____ DATE: _____

Terms & Conditions

1) Convention Data Services, Inc. hereinafter called "CONTRACTOR" agrees to the delivery of services as specified and is to be rendered in a timely and professional manner according to standard industry practices. All equipment and software remains the sole property of CONTRACTOR. In the event of strikes, electrical power failures, accidents and/or occurrences beyond the control of CONTRACTOR or customer, all deposits and fees shall be returned.

- The method of payment shall be in United States dollars and submitted with the order for service. CONTRACTOR will only accept checks drawn on banks located in the United States of America or certified funds. **Checks will not be accepted as payment at the show site.**
- Early & Advance orders must be received on or before deadlines and paid in full. Orders received without payment or after the discount deadlines will be charged at the appropriate published price based on order deadline dates. Services will not be rendered until payment in full is received. **ALL ORDER CANCELLATIONS RECEIVED MORE THAN 30 DAYS PRIOR TO SHOW OPENING WILL BE SUBJECT TO A \$100.00 CANCELLATION FEE.**
- Onsite orders are based on unit availability. **NO REFUNDS WILL BE MADE FOR ORDERS CANCELLED WITH-IN 30 DAYS OF THE SHOW OPENING DATES.**
- No partial refunds will be allowed onsite should exhibitor fail to meet the system requirements stated on the front of the order form for X•Press LeadKey orders. If your computer does not meet these requirements, our onsite representatives will do their best to upgrade your computer. Otherwise an alternate lead retrieval device will be provided subject to availability. **No refunds will be granted in these circumstances.**
- The X•Press LeadPro requires electricity. No partial refunds will be allowed onsite should exhibitor fail to order electricity for X•Press LeadPro orders. If you do not have electricity, and need an alternative unit, an alternate lead retrieval device will be provided subject to availability. **No refunds will be granted in these circumstances.**

STANDARD EQUIPMENT REPLACEMENT COSTS

X•Press LeadPro	\$2000.00
LeadPro Power Cord	\$25.00
X•Press LeadMobile	\$2000.00
LeadMobile Bluetooth Adaptor	\$500.00
X•Press Connect Plus	\$1000.00
Connect Plus Power Cord	\$75.00
Connect Plus Bluetooth Printer	\$1000.00
Connect Plus Bluetooth Adaptor	\$250.00
X•Press LeadKey	\$500.00
Barcode Scanner	\$1000.00

7) The customer agrees to return any equipment to CONTRACTOR in the same condition. Customer is responsible to pay CONTRACTOR the replacement cost below should the equipment be lost, stolen or damaged while in the customers care (only applicable if customer does not purchase the Loss Damage Waiver coverage or coverage rules not expressly followed as detailed in 7b below). Customer acknowledges and understands that the applicable replacement cost is as follows:

7a) The customer authorizes CONTRACTOR to charge the credit card provided \$500.00 for failure to return the equipment within two hours after the official hall closing. The customer also authorizes CONTRACTOR to charge the credit card the replacement cost indicated above for either the failure to return the equipment or for any damaged equipment.

7b) Loss Damage Waiver Terms. The Loss Damage Waiver coverage protects the customer from liability of accidental damage or theft to the CONTRACTOR's device. Customer must report loss or damage to CONTRACTOR's Lead Retrieval Desk immediately. To honor Loss Damage Waiver coverage for equipment believed to be stolen, customer must file a police/security report and provide a copy of such report to the CONTRACTOR within 7 days of reporting the equipment missing. If copy of report is not received within 7 business days of the event end date, Loss Damage Waiver is considered null and void and the customer will be charged for the full replacement value of the equipment as listed above.

- CONTRACTOR'S liability for damage of any cause whatsoever will be limited to the total price for the goods and services provided by CONTRACTOR.
- CONTRACTOR disclaims any responsibility for misuse, loss of power, power surges, and customer adjustments that are not covered in the instructions, acts of God, or any other act beyond the control of the CONTRACTOR.
- Customer is responsible to pay all applicable Federal, State or Local taxes. If the applicable tax rate is different from the published rate at the time of placing the order, then Contractor may adjust the tax due by the customer accordingly. If you are tax exempt in the state in which you will be exhibiting, you must provide a Sales Tax Exempt Certificate for that state. Please submit this certificate with order, otherwise tax will be charged to your order.
- Customer agrees to return all equipment to CONTRACTOR'S service desk within two hours of the show closing. **EQUIPMENT LEFT IN THE EXHIBIT AREA IS THE RESPONSIBILITY OF THE CUSTOMER.**
- It is agreed that the governing law pertaining to this contract will be the laws of the State of Massachusetts, with venue exclusively in Barnstable County.
- If you have ordered our Delivery/Pick-up service, there must be a company representative available to receive the equipment. Deliveries are completed the day before the show opens unless otherwise noted. If no one is present in your booth when we deliver your system, you will be responsible for picking up your equipment. Pick-ups are done one (1) hour following the close of the show.
- Equipment images for marketing purposes represent the current equipment, however due to continuous new product development and technology upgrades, equipment fulfillment onsite may not always match equipment images found on forms and other ordering methods.



X•Press Leads Exhibitor Success Kit



The X•Press Leads Exhibitor Success Kit was created by Convention Data Services. ©2010. All Rights Reserved.

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Background

Why Exhibit

Exhibiting has long been an integral part of a successful marketing plan for many companies. The ability to meet face-to-face is the most effective way to build relationships with prospects and clients. Exhibiting provides the perfect venue to identify and collect sales leads, begin and further customer and colleague relationships, and promote your company brand.

Understanding Attendees

Today's attendee has changed from just a few years ago and expects an interactive event experience that begins before the show and lasts well after the event has ended.

Attendees today are maximizing every interaction and touchpoint at the events they attend. Pre-planning tools like social networking, exhibitor email invitations, exhibit floor mapping and scheduling allow attendees to make the most efficient use of their time onsite by researching exhibitors, sessions and other attendees months in advance.

This translates into attendees who have booked much of their onsite time and have predetermined to a large extent which exhibitors they are going to visit.

It is important to make sure that you, as an exhibitor, have gotten yourself onto attendee's itineraries. It is also imperative that your booth presentation be as welcoming as possible in order to attract who may not have planned on visiting you during the event.

Who Is In Charge?

Make sure that your exhibiting efforts pay off by assigning a single person to be in charge of the leads collection process. This person has several roles. They will set goals for the meeting, coordinate training for the booth staff, select the lead retrieval equipment, monitor and report on goals, and most importantly, make sure that leads are delivered into the right hands for follow up.

Today's Attendee Profile

- Is extremely focused on productivity
- Has researched exhibitors and pre-planned much of their time
- Has a list of targeted exhibitors to visit
- Has less time to visit exhibitors on the spur of the moment

Pre-show: Setting Goals

Aligning Exhibiting and Marketing Objectives

To achieve success at an event it is important to have an exhibiting presence that is compatible with your company's marketing plan. The company message and brand should be incorporated throughout the booth and fully support elements from the marketing program.

List of Exhibiting Objectives

The first step in creating a successful exhibiting game plan is to define your exhibiting objectives. Typical objectives include collecting qualified leads, reinforcing the company brand and announcing a new product launch.

Whatever your goals are, it is important to write them down in order to create a game plan that will meet your objectives.

Evaluating ROI

With an emphasis on Return on Investment (ROI), many options have emerged to help companies gauge the success of their exhibiting efforts.

There are several simple formulas for helping set goals and determining ROI that are explained in the following sections.

Setting a Leads Goal

When setting a goal for leads collection make sure it is realistic, taking into consideration the total number of anticipated attendees who could be qualified leads at the event. **When a goal is determined, create a method for tracking your efforts.** A simple spreadsheet is enough to determine if each booth staffer is meeting, missing or exceeding their individual lead goal.

Lead Goal Formula

$$\begin{array}{r} \text{Number of Exhibit Hours} \\ \times \text{Number of Exhibit Staff} \\ \times \text{Interactions Per Hour} \\ \hline = \text{Total Lead Goal} \end{array}$$

Example

$$\begin{array}{r} 18 \text{ exhibit hours} \\ \times 3 \text{ exhibit staffers} \\ \times 4 \text{ leads collected per hour} \\ \hline = 216 \text{ leads to collect, 72 leads per staffer} \end{array}$$

Select an achievable number for your interactions per hour. Around four interactions is a reasonable number to use as a starting point. Each day onsite, review the number of leads collected and check against the goal. Discuss what daily changes can be made to help collect and qualify enough leads to meet your goal.

Pre-show: Setting Goals (cont'd)

Determining Leads Value

Reinforce the importance of leads to your booth staff and sales force doing the follow up by assigning a value to each lead. Incentives can be matched to lead collection and follow up.

Lead Value Formula

$$\begin{array}{l} \text{Total Lead Goal} \\ \times \text{ Estimated Closing Percentage} \\ \times \text{ Average Sale Value (\$)} \\ \hline = \text{Value of Leads (or potential revenue \$)} \\ \div \text{ Total Lead Goal} \\ \hline = \text{Total Value of Each Lead} \end{array}$$

Example

$$\begin{array}{l} 216 \text{ leads to collect} \\ \times .33 \text{ } 1/3 \text{ (33\% of leads that will buy)} \\ \times \$2500 \text{ average sale value} \\ \hline = \$178,200 \text{ value of leads collected} \\ \div 216 \text{ leads to collect} \\ \hline = \$825 \text{ value of each lead} \end{array}$$

Determining Cost Per Lead

Determining the cost per lead establishes the amount of money spent on collecting each lead. When compared to the value of each lead, ROI can be clearly established and tracked.

Cost Per Lead Formula

$$\begin{array}{l} \text{Cost of Exhibiting} \\ \text{(include space, booth, travel/entertainment, etc.)} \\ \div \text{ Number of Leads Collected} \\ \hline = \text{Cost Per Lead} \end{array}$$

Example

$$\begin{array}{l} \$38,000 \text{ total exhibiting costs} \\ \div 216 \text{ number of leads} \\ \hline = \$176 \text{ cost of each lead} \end{array}$$

Using the Lead Value and Cost Per Lead formulas, you can determine the return on investment that can be expected from exhibiting at the show. In our example, net revenue generated by the show is \$140,200 (value of leads – cost of exhibiting). When subtracting the cost of each lead from the value of each lead, the example yields a value of \$649 per lead.

Both the net show revenue and final value per lead clearly show the ROI for exhibiting. The crucial step is to make sure you reach your lead goals and convert those leads into sales.

Pre-show: Getting Ready

Ideal Lead Profile

Many salespeople consider leads from trade shows to be cold calls. This perception has developed due to a failure of the booth staff to collect all necessary information or fully qualify the leads that are collected. A good lead is more than just a scan of the badge. It requires verification that the scanned information is correct, confirmation that the lead is a decision maker or influencer interested in your products and services (a qualified lead) as well as the lead's desired follow up action.

In your planning, define the information that is required from an ideal lead. Basic information will include the lead's name, company, position and contact information. Additional information requested by your sales team may include if the lead has purchased your products in the past, are they familiar with all your product families, etc.

Create a list of the questions that will qualify each lead as "ideal" and make sure there is a game plan or script for collecting the necessary information. This information can also be used for rating leads.

Custom Qualifiers

To get the greatest value from your leads and effectively evaluate your show ROI it is important to qualify each prospect that visits your booth. As important is indicating the correct follow up action that matches the prospect and will keep the sales process moving forward. When you order your XPress Leads unit there will be standard qualifiers and follow up actions pre-programmed into the device or software. Examples of these are included below.

You may choose to customize these qualifiers and follow up actions to match the unique needs of your organization. Samples of customized parameters are also outlined. Customizing these allows you to best identify hot leads for your fast follow up and conversion to sales.

Standard Qualifiers:

- Recommends
- Final Say
- Makes Purchase Decision
- Partial Interest
- Purchase in 30 days
- Purchase in 3 months
- Purchase in 6 months
- Ready to Purchase
- Immediate Need
- Order Placed at Show

Customized Qualifiers:

- Model A
- Model B
- Model C
- Send Catalog A
- Send Catalog B
- Send Catalog C
- North Coast Region
- West Coast Region
- Hot Lead
- Cold lead

Pre-show: Getting Ready (cont'd)

Rating Leads

The easiest way to help sales successfully follow up—and to realize the value of the leads collected—is to establish a rating system to identify the quality of each lead.

Develop a simple system to rate leads based on the criteria that is most important to your sales team. For instance, if making sales is the ultimate goal of exhibiting, the important criteria would include “Decision Maker”, “Ready To Buy”, “Our Product Meets Their Needs”

Using this criteria, set up a lead rating system, for example:

Rank Your Leads

For greatest effectiveness assign point values to each rating.

Rating	Decision Maker?	Ready to Buy	Needs Met
A	Purchases	Yes	Yes
B	Recommends	30 Days	Most met
C	Influences	No	Some met

Prospect List

As stated in the background section of this document, today’s attendee needs to make the best use of their time onsite. It is therefore important to make sure that your exhibit is on their list of places to visit. It is also important to make sure that the right prospects are going to be at the show.

The only way to ensure the right people are in attendance and that they come and visit you is to market to these people before the event starts. Regardless of the promotional channels you use, a list of prospects to target must be developed.

There are many sources, both internal and external, for building a prospect list. Consider these different sources when putting together your prospect list:

- Attendee list purchased from show management
- Last year’s attendee list
- Company CRM list
- Company inquiries
- Distribution channel contacts
- Social networking site set up for the event
- Association membership list

The prospect list will act as the basis for your pre-show marketing efforts.

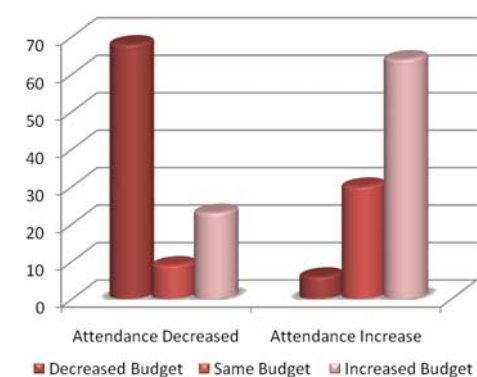
Pre-show: Getting Ready (cont'd)

Promotion

There is a sales axiom that states that the first time you contact someone you are a stranger, the second time an acquaintance, the third time a friend. Following this theory, your goal should be to touch each prospect three times before the event to get them to attend and visit your booth. Using a variety of communication techniques is most effective

A promotional campaign can include a coupon or invitation to come by your booth to receive a special promotional item. Contests create a good response rate. For instance, choose prizes to give away each day of the show and allow campaign recipients to register online but require them to stop by your booth to collect the prize.

Advertising Effect on Attendance



Source: AttendTrend, Jacobs, Jenner & Kent / Frost Miller
Figures shown reflect advertising budgets for entire events, not exhibitor event budgets. The information is meant to reinforce the importance of promotion, not to show expected returns on exhibiting with or without advertising.

It cannot be emphasized enough how crucial pre-event marketing is to getting the attention of prospects.

The promotional message needs to support the goals of exhibiting as well as supporting your company's overall marketing plan. The message should also

be clearly stated or illustrated in each piece of marketing material that is distributed for show promotion.

In addition to your primary message, each marketing piece should clearly display company name, products and services, the event name, dates and location, and how to find you at the event.

One of the best ways to get a response to your promotional campaigns is to include an incentive for the recipient to respond or take action, e.g. attend the event.

Promotional Vehicles

Once you have determined your audience and message, it is time to choose the right vehicles to deliver your information. There are many show specific options available in addition to traditional advertising avenues.

Traditional options include advertisements online and in periodicals, direct mail, email blasts, public relations and press releases, web ads and personal contact. Your message and exhibiting goals will help determine the best advertising approach for your business.

Event management has also put in place a variety of opportunities to reach prospects with your message.

Many shows have setup web sites that include a social networking component. Social networking allows attendees and exhibitors to search for individuals that match specific profile criteria and then make contact. In addition to sponsorships, exhibitors can contact qualified prospects directly either through the application's messaging system or by generating lists for mailing or emailing.

Pre-show: Getting Ready (cont'd)

Events offer a variety of sponsorship opportunities both onsite and pre-event through banner ads and mention on the event web site. Newsletters and show updates also commonly have sponsorship opportunities available to exhibitors.

Discuss with show management the different options that are available for reaching out to registrants and prospects. Associating your marketing efforts with those of the show puts your company in the context of the event and makes people more open-minded to your message.

Keys to Advertising Success

Touch prospects as frequently as possible.

Keep track of your advertising results.

Regardless of the advertising options you use, there are two important factors to keep in mind: 1) touch your prospects as frequently as possible—at least three times, and 2) keep track of your advertising results. The

ease of tracking results varies, campaigns with contests where prospects respond or sign-up will be the easiest to track while magazine ads are more difficult.

Promotional Options from Convention Data Services

Convention Data Services in conjunction with show management offers several effective ways to market to prospects and build traffic to your booth.

X•Press VIP Evite

The X•Press VIP Program allows exhibitors to invite top prospects and clients to the event with a personalized individual email. An on-line administration area is given to exhibitors allowing them to track responses and acceptances from their VIPs.

X•Press eBlast

Convention Data Services offers the opportunity to send email blasts to either the attendee list you purchased or to the leads you collect at the show. An email blast program that can send either plain text or HTML emails. By planning these communications in advance and with the help of XPressLeads, you can focus your attention onsite and post show on engaging your prospects and developing strong relationships.

Pre-show: Getting Ready (cont'd)

Training

Training of your booth staff plays a crucial role in the success of exhibiting. The booth staff is responsible for not only collecting leads, but asking the questions that qualify leads and determine if they are legitimate prospects. By holding one or more training sessions with the staff, you can ensure that the right information is collected and visitors leave your booth with a positive impression.

Role Playing

Creating a script and engaging in role playing is an effective way to prepare your staff. Develop a script that quickly and concisely solicits from each visitor the information deemed important by your sales staff—make sure all booth staff is aware of the qualifiers and follow up actions in your lead retrieval device so they can use this important tool to quickly and effectively qualify visitors.

Explaining Goals

Explain to staff members the goals and marketing message of exhibiting. The target leads goal for each staff member should be explained as well as the number of interactions per hour required to achieve the goal. A system of accountability should also be put in place to make sure each person achieves their assigned goals.

Familiarity with Equipment

Convention Data Services distributes leads equipment at the beginning of the event when exhibitors are first setting up their booths. Set aside time to train your booth staff on the use of the equipment. In order to achieve a relaxed and smooth interaction with prospects, staff members must be able to easily operate the equipment. Familiarity with how to update prospect information and enter responses to qualifying questions is important to fully qualifying each prospect.

Convention Data Services offers DITP (Delivery, Installation, Training and Pickup) service. Training for your entire staff is offered and is the most efficient way to make sure everyone is up to speed on equipment operation.

Onsite: Collecting Leads

Why Get Lead Retrieval from CDS

There are many methods for getting leads onsite. All the options, with the exception of X•Press Leads equipment, have flaws. Convention Data Services is the exclusive event supplier selected by show management. What this means is that Convention Data Services created the badges with all attendee information and our equipment is guaranteed to capture all of this important data.

Some of the most important information on the badge is not the name and contact information, but the demographic responses of the individual that can be collected only by using an X•Press Leads device. 3rd party vendors—including the equipment you own—are not setup to capture anything more than a badge number that would later have to be matched to a list of attendees to get contact information.

Getting Your Lead Device Setup and Running

Once your booth is set up, pickup your lead retrieval device and get it up and running. Each device has different requirements that range from simply plugging in the device to installing software on the PC that the device is connected to. Once the device is setup, try a few sample badge scans of your booth personnel to make sure the equipment is functioning properly. Also take a few moments to understand how to change the data that your equipment has scanned in order to be able to make modifications or add information to a lead's record.

Convention Data Services offers a DITP (Delivery, Installation, Training and Pickup) option with all leads equipment it rents. Purchasing this upgrade will save you time onsite and ensure that your equipment and staff are collecting leads smoothly.

X•Press Leads Family of Products



Onsite: Collecting Leads (cont'd)

Scanning Leads and Updating/ Expanding Attendee Data

Between registration and attending the show, registrant's data can change. They can get a new phone number, change their email or may have typed something incorrectly during the registration process. After scanning a badge, it is a good idea to verify the information with the prospect to make sure everything is accurate.

Adding Notes

By typing in additional notes about a prospect, you can personalize the conversation and indicate specific details that will enhance your follow up post show. You can receive this important information electronically, which will help you keep all of your lead information together and in a usable format.

Evaluating Performance

On a daily basis, the booth team should get together and compare results against the goals that were set before the event. In cases where goals are not met, have discussions about what can be done to meet expectations. Discuss situations that affect the ability to collect leads and their complete information and decide on adjustments that will allow you to stay on track with your leads goal.

Post-show: Closing the Deal

Follow Up

Without follow up, all your preparation and expense will go to waste. Statistics show that up to 80% of leads collected at events never have any follow up. Without follow up, there is no way to close the deal. Prospects have already come to you at the event, it is now your responsibility to follow up with your leads.

Create a game plan for following up on leads as part of your pre-show preparations. If you have a plan in place before the show, follow up will be easier and can be executed immediately following the show or even while the show is still in progress.

Examples of follow up actions include:

- Send a personal email to each person who visited your booth.
- Call your hot leads to discuss next steps
- Send an email blast with your company's message to all qualified leads identifying next steps. X•Press Leads email blast can assist you with this.
- Send a direct mail postcard to all your leads keeping your company fresh in their mind.

When creating the follow up plan, it is a good idea to have different responses for different types of leads you collected. All leads could (and should) receive an email thank you immediately at the close of the show, or, if possible, the same day they visited the booth.

If a lead specifies a follow up timetable and method, be sure to follow their instructions.

All leads should receive some type of follow up contact within 1 week of the show close. The interest in your company and products diminishes quickly after the show closes when

people return to their regular schedules. Timely follow up is absolutely critical to translating leads into sales.

Downloading and Managing Leads

The rental of X•Press Leads equipment comes with access to X•Press Leads Central an online leads management web site.

In real time, the leads you collect on X•Press Leads equipment will be posted to X•Press Leads Central. Use your show code and order number to enter the site and download a copy of your leads in CSV or Excel format. Both spreadsheet formats will import easily into virtually any CRM.

The URL for X•Press Leads Central is:

<http://www.xpressreg.net/XpressLeads/login.asp>

If you are missing your login information to the site, there is a text link on the login page to request an email with your information.

If your company does not have a CRM system, create a simple spreadsheet that lists leads on separate sheets based on region or sales person. Add columns to the spreadsheet that include who is responsible for working with the lead, follow up dates and methods, outcome of the follow up and next steps.

To help with your follow up efforts, you can order email blasts from Convention Data Services to be sent to your prospects that contain your unique message and personalization for each contact.

Post-show: Closing the Deal

Evaluating Exhibiting ROI

If you have completed the steps recommended in this document, you have already collected all the information necessary to determining your exhibiting ROI.

Use the formulas presented earlier in this document to determine ROI. Replace your goals and assumptions with the actual data from the show and recalculate to see exactly how much revenue was generated from the show as well as the true value of each lead that you collected. This information can be used for a variety of metrics related to the show that will help you evaluate and improve your exhibiting return.

Many sales take a while to go from contact to close. Keep your CRM or tracking spreadsheet up-to-date so that weeks or months from the close of the show, you can get a clear picture of your event ROI. Keep the information up-to-date until the next year's show and use the ROI worksheet as a starting point while planning and for post-event comparisons.

Post event, use the formulas in the previous sections of this document to compare goals to actual performance. If goals are met, the formulas and assumptions can be used for future events as a basis for setting new goals. If the goals are not met, discuss what needs to be done to make sure they are met in the future. For instance, if there was not enough traffic to the booth consider the amount of marketing you did before the event, was the booth and staff welcoming to prospects, etc.

METRICS

Why measure ROI?

- To document the value of show participation and results
- To identify additional opportunities that can increase revenue
- To evaluate relative results and success
- To plan enhancements for future shows and marketing initiatives

Using the X•Press Leads interactive ROI worksheet at the end of this document can help you with this effort, and can be a key tool in maximizing your event success!

Exhibiting ROI Worksheet

Event Name		Leads Leader
Event Start Date	City, State	Leader Email
Event End Date	Location	Show Code
Hall Hours	Booth #	Login

Lead Goal

		Pre-Event Goal	Post-Event Actual
Number of Exhibiting Hours			
Number of Booth Staff	X		
Interactions Per Hour	X		
Total Lead Goal	=	0	0

Lead Value

		Pre-Event Goal	Post-Event Actual
Total Lead Goal		0	0
Average Closing Percentage	X		
Average Sale Value	X		
Total Leads Value	=	0.00	0.00
Total Lead Goal	÷	0	0
Total Value of Each Lead	=	0.00	0.00

Cost Per Lead

		Pre-Event Goal	Post-Event Actual
Cost of Exhibiting*			
Number of Leads Collected	÷		
Cost Per Lead	=	0.00	0.00

*Include all exhibiting expenses including booth, travel, entertainment, etc.

Event ROI

		Pre-Event Goal	Post-Event Actual
Total Leads Value		0.00	0.00
Cost of Exhibiting	-	0.00	0.00
Total Event ROI	=	0.00	0.00

Exhibiting ROI Worksheet

Event Name		Leads Leader
Event Start Date	City, State	Leader Email
Event End Date	Location	Show Code
Hall Hours	Booth #	Login

Exhibiting Objectives

Campaign Message(s)

Promotional Vehicles

	☐ X•Press VIP Guest Pass
	☐ X•Press Exhibitor Emails
	☐ X•Press Email Blast
	☐ X•Press Attendee List

Lead Rating

Criteria	Rating			
	4	3	2	1
Purchasing Role	Decides	Buys	Recommends	No Role

Ordering Information

Purchaser
Order Email
Order Number
Username
Password

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Gaylord Opryland Exhibitor Catering Services Menu

In today's economy and hyper-competitive market, the pressure is on to make every dollar produce results. As an exhibitor, you want to stand head and shoulders above the crowd to draw in your target audience.

Gaylord Opryland's Catering Managers can help you attract qualified traffic and meet your goals by creating custom and unique experiences for your booth.

- "Out" exhibit your competitors
- Create more networking opportunities
- Increase face time with prospective customers
- Generate more leads
- Gain the competitive edge

For additional information, please contact your Catering Manager or email us at: OprylandExhibitorCatering@gaylordhotels.com.

Completed orders can be sent to the above email address or faxed to 615-458-6942.



GAYLORD OPRYLAND®

RESORT & CONVENTION CENTER

Nashville

120

Contact Information

Contact Name	Position	Phone Number	Fax Number
Company Name		Company Mailing Address	
On-Site Contact	On-Site Phone Number	Email Address	

Order Information

Exhibit Hall Date	Requested Start Time	Booth Number	Requested End Time

Specialty Machine Rentals (*supplies additional)

Item	Description	Price	Start Time	End Time
Delta Coffee Stop Express	Pricing includes 2 Baristas & Electrical Power	\$1000++ per hour rental; 2-hour minimum		
Starbucks Machine	Pricing includes 1 Attendant & Electrical Power	\$500++ per hour rental; 2-hour minimum		
VIP Latte Machine	Pricing includes 1 Attendant & Electrical Power	\$350++ per hour rental; 2-hour minimum		
*Super Soft Pretzel Warmer & Display Table Top	Pricing includes 1 Attendant & Electrical Power	\$150++ per hour rental; 2-hour minimum. *Pretzels: \$6.50++ ea		
Donut Machine	Pricing includes 1 Attendant & Electrical Power	\$300++ per hour rental; 2-hour minimum		
Bake-in-Booth Cookie Oven Table Top	Pricing includes 1 Attendant & Electrical Power	\$350++ per hour rental; 2-hour minimum. 8 dozen/hour capability		
*Made-to-Order Smoothies Blenders w/ 4 Seasonal Fruits (16oz)	Pricing includes 1 Attendant & Electrical Power	\$150++ per hour rental; 2-hour minimum. *Drinks: \$6.50++ ea		
*Roll-in Ice Cream Freezer Häagen Dazs Ice Cream Novelties	Number of Ice Cream Bars must be guaranteed in advance. Electrical Power included	Minimum of 80. *Bars: \$6.00++ ea		
*Table Top Ice Cream Freezer Häagen Dazs Ice Cream Novelties	Number of Ice Cream Bars must be guaranteed in advance. Electrical Power included	Minimum of 25. *Bars: \$6.00++ ea		
Popcorn Machine Table Top	Pricing includes 1 Attendant & Electrical Power	\$275++ per hour rental; 2-hour minimum. 100 bags maximum per hour		

Catering Manager will order electrical hook-up

“Show Stopper” Packages				
Package Name	Description	Price	Start Time	End Time
Take Me Out to the Ball Game!	Fresh Popped Bags of Popcorn Shaken with Cheddar Cheese, Spicy or BBQ Blueberry, Cherry & Lemon Italian Ice Cups Individually Packaged Peanuts, Pretzels and Cracker Jacks Assorted Sodas Includes Popcorn Machine and Attendant (Cotton Candy Machine Additional)	Service for 50 \$300++ Service for 100 \$550++ Service for 500 \$2000++		
Personal Vending Machine	Individually Packaged Candy, Chips, Pretzels, Cookies, Granola Bars and Crackers Assorted Sodas	Service for 50 \$300++ Service for 100 \$550++ Service for 500 \$2000++		
Good Morning Sunshine!	Fresh Fried Doughnuts w/ Cinnamon Sugar Assorted Bakeries, Biscotti and Muffins Whole Fruit Freshly Brewed Regular and Decaf Coffee	Service for 50 \$400++ Service for 100 \$750++ Service for 500 \$3000++		
Chocolate Cascade!	Chocolate Fountain - Dark, Milk or White Marshmallows, Pretzel Rods and Strawberries	Large Fountain 300 pieces \$1000++ (Fountain rental included)		
Frozen Delight!	Häagen Dazs Ice Cream Novelties, Frozen Snickers Ice Cream Bars Italian Ice Cups (Assorted Flavors) Assorted Sodas	Service for 50 \$400++ Service for 100 \$750++ Service for 500 \$3000++		
Margarita-ville!	Made-to-Order Margaritas Nacho Station including Guacamole, Queso, Sour Cream, Homemade Salsa, Japaleños and Tortilla Chips Bartender Fee Included	Up to 50 drinks \$650++ per hr Up to 100 drinks \$1150++ per hr		

Non-Alcoholic Beverage Service						
Item	Price	Start Time	End Time	Starting Amount	Refresh ? Yes or No	MAX Amount (if applicable)
**Freshly Brewed Regular Coffee	\$75.00++ per gallon			Gallons		Gallons
**Freshly Brewed Decaffeinated Coffee	\$75.00++ per gallon			Gallons		Gallons
**Selection of White Lion Teas	\$75.00++ per gallon			Gallons		Gallons
**Fresh Ice Tea or Lemonade	\$75.00++ per gallon			Gallons		Gallons
**Homemade Peach Sun Tea with Fresh Lemon Wedges	\$80.00++ per gallon			Gallons		Gallons
Assorted Bottled Soft Drinks	\$4.50++ each					
Still and Sparkling Bottled Water	\$4.50++ each					
Water Cooler w/First 5 Gallons of Water	\$225.00++ each					
Bottled Vitamin Water	\$4.50++ each					
Bottled Fruit Juices	\$4.75++ each					
Bottled Energy Drinks	\$5.50++ each					
Starbucks Frappuccinos	\$5.00++ each					
Bottled drinks are charged on consumption.						
**Beverage refreshes occur every 2 hours. All beverages will be replenished to the starting amount (unless otherwise specified). Coffee and tea remaining at the 2-hour refresh will be removed, and new coffee and tea equal to the starting amount will replace them. Refresh charges based on listed prices.						

Alcoholic Beverage Service			
Items on Consumption	Price	Start Time	End Time
Resort Brand Liquor Drinks	\$9.00++ per drink		
Deluxe Brand Liquor Drinks	\$8.00++ per drink		
Wine - Cabernet, Chardonnay	\$9.50++ per glass		
Domestic Beer	\$7.00++ per bottle		
Premium/Imported Beer	\$7.50++ per bottle		
*Customized Cocktails	\$9.50++ per drink		
**Hand-Crafted Cocktails	\$13.00++ per drink		
Alcoholic beverages being served require the assistance of a Gaylord Opryland Bartender. Bartender fees are \$100.00+ per event.			
*Customized Cocktails can be created to reflect your specific company, organization, logo colors, etc.			
**Hand-Crafted Cocktails are Prohibition-inspired with homemade bitters, brown and clear liquors, custom-flavored ice and perfectly garnished glassware.			

- Resort Brand Liquors

Tanqueray, Absolut, Sauza Hornitos Plata, Maker's Mark, Johnny Walker Black, Bacardi Superior, Crown Royal
- Deluxe Brands

Beefeater, Skyy, Jose Cuervo Silver, Jack Daniel's, Dewar's White Label, Bacardi Superior, Canadian Club
- Wine

William Hill, Cabernet Sauvignon, William Hill, Chardonnay
- Domestic Beer

Budweiser, Bud Light, Coors Light, Miller Lite, Redbridge (gluten free)
- Premium/Imported Beer

Heineken, Corona, Samuel Adams, Yuengling
- Non-Alcoholic Beer

Sharps

Boxed Lunches					
Item	Time	Quantity	Side #1	Side #2	Dessert

Please order 2 weeks in advance.

Please choose the same sides and dessert for each item.

Boxed Lunches \$36.50++ each

- All boxed lunches include an entrée, two side options and a dessert.
- Soft drinks and bottled water are available on consumption.

Ham & Provolone on Pumpernickel Kaiser
Honey ham, provolone cheese, lettuce, tomato and Dijon mustard

Turkey Club Wrap
Smoked turkey, Swiss cheese, bacon, lettuce, tomato and herb mayonnaise

New Age Caesar Salad
Italian chicken, romaine lettuce, grape tomato, black olives, shaved parmesan and garlic croutons

- Sides
- Marinated Pasta Salad
 - Southern Potato Salad
 - Bag of Chips or Pretzels
 - Fruit Salad

- Desserts
- Chocolate Fudge Brownie
 - Rice Crispy Treat
 - Christie Cookie
 - Candy Bar

A la Carte				
Item	Price	Start Time	End Time	Quantity
Custom Fortune Cookies With Your Logo or Message! Minimum order ~ 10 dozen Please see Catering Manager for details	\$55.00++ per dozen			Dozen
Breakfast Bakeries	\$55.00++ per dozen			Dozen
Toaster Station of Fresh Bagels with House Made Cream Cheese	\$55.00++ per dozen			Dozen
Jumbo Cinnamon Buns	\$55.00++ per dozen			Dozen
Mascarpone Marble Brownies	\$55.00++ per dozen			Dozen
Christie Cookies	\$55.00++ per dozen			Dozen
Delicious Assortment of Cupcakes	\$55.00++ per dozen			Dozen
Afternoon Miniature Dessert Tarts and French Pastries	\$55.00++ per dozen			Dozen
Deluxe Mixed Nuts	\$45.00++ per lb			lb(s)
King-Sized Candy Bars (charged on consumption)	\$4.25++ each			
Assorted Hershey's Candy by the Pound	\$18.00 ++per lb			lb(s)
Whole Fruit (Bananas, Apple, Oranges and Pears)	\$3.50++ each			
Häagen-Dazs Ice Cream Novelties	\$6.00++ each			
Nutri-Grain and Energy Bars (charged on consumption)	\$4.25++ each			
Caramel and/or Candy Apples	\$5.50++ each			
Assorted Chips, Pretzels or Popcorn Bags (charged on consumption)	\$4.25++ each			

Other Show Stoppers				
Items Charged Per Week	Price	Start Time	End Time	Quantity
Fern/Ivy Baskets (10" pot)	\$30.00++ each			
Foliage (10" pot)	\$30.00++ each			
Foliage (14" pot)	\$48.00++ each			
Seasonal Flowering Plants (6" pot)	\$18.00++ each			
Juice Bar - Have attendees stop at your booth and charge their cell phones	\$500++			
Massage Chairs with attendant	See Catering Manager			
Shoe Shine Stand with attendant	See Catering Manager			

++SERVICE CHARGE AND TAX

All prices are subject to 24% service charge and applicable 9.25% Tennessee State Tax. An additional 15% Tennessee State Beverage Tax will be added to all liquor and wine. Prices are subject to change.

GUARANTEES

Guarantees are due by 10:00 AM three working days prior to the event.

FOOD AND BEVERAGE RESTRICTIONS

Due to liability and legal restrictions, no outside food or beverage of any kind may be brought into the Resort by the customers, guests, exhibitors or other suppliers. Any food and beverage ordered on site will be limited to resources we have available and staffing. There will be an \$85 pop-up fee for food and beverage ordered within 72 hours as per Gaylord Opryland's Catering Guidelines.

BOOTH DELIVERY FEE

All booths deliveries/set-ups are subject to a \$50+ fee.

Guidelines/Operational Policies

ATTENDANCE ESTIMATES & GUARANTEES

1. A 10-day updated estimate attendance count is required on all meal functions. Your catering manager must be notified of the updated estimate of attendance by 10 a.m. on the specified days. In the event an updated estimate of attendance is not received by 10 a.m., the original or most recent estimated attendance count will be utilized. The 10-day estimated attendance numbers can be increased or decreased by a maximum of 10% when submitting the 72-hour final guarantee. Increases above 10% will be accommodated based upon product availability from suppliers and cannot be guaranteed. Your catering manager will provide you with a schedule of dates the updated estimates are due.

2. A 72-hour guarantee is required on all meal functions (3 working days). Your catering manager must be notified of the exact number of attendees from whom you wish to guarantee payment by 10 a.m. on the specified days. In the event a guarantee is not received by 10 a.m., the most recent estimated attendance count will be prepared and billed. For functions scheduled on Tuesday, the guarantee must be received by 10 a.m. on the preceding Friday. The Hotel will only plate food for the guaranteed number of meals and prepare to serve the set number as follows: 5% over the final guarantee for events 499 guests and below and 3% over the final guarantee for events with 500 guests and above.

ADDITIONAL FEES, TAXES, PRICING & PAYMENT

1. All food and beverage functions are subject to the current Hotel service charge and applicable taxes.
2. All bars are subject to a \$100.00 labor charge.

3. Pop-Up Fees. The hotel reserves the right to add an \$85 fee to all "pop-up" requests. A "pop-up" is classified as an event that is requested for the hotel within 72 business hours of the group arrival.

4. Seating arrangements are 72" round tables set up for 10 persons per table. Requests for seating arrangements with fewer than 10 persons per table will incur additional labor fees.

5. When entertainment is contracted, the client will be responsible for any costs incurred for additional audio/visual and electrical hook-ups. Client should be aware and inform Hotel of setup times for contracted entertainment.

6. Any meal functions requiring complete table setup by more than one half-hour prior to serving time or a delay of one half-hour over the planned starting time is subject to a labor charge.

7. Prices - Prices herein are subject to increase in the event costs of food, beverages or other costs of operations increase at the time of the function. Patron grants the right to the Hotel to increase such prices or to make reasonable substitutions on the menu with prior written notice to the patron, providing, however, patron shall have the right to terminate this agreement within 7 days after such written notice from Gaylord Opryland Resort and Convention Center Nashville.

8. Payment must be made in advance of the function unless credit has been established to the satisfaction of the Hotel, in which an event deposit shall be paid at the time of signing. The balance of the account is due and payable 30 days after the date of the function. A deposit of 25 percent of the total balance of social functions is required.

GENERAL INFORMATION & POLICIES

1. The Hotel does not allow any food or beverages to be brought in from the outside by guests, due to city, state, health and liquor laws. The Hotel will purchase any special items requested from a licensed purveyor.

2. Carved menu items can be set out a maximum of 2 hours per state health codes. After a 2-hour period has elapsed, the carved item must be removed and/or replaced if additional quantities were ordered and still available.

3. Outdoor Functions - The Hotel reserves the right to make the decision to move any outdoor function to the inside backup space due to inclement weather. You will be advised of all options for your function at a minimum of 8 hours in advance of the event. The Hotel's decision is final.

4. Gaylord Opryland Resort and Convention Center, as a licensee, is responsible for the administration of the sale and service of alcoholic beverages in accordance with the Tennessee Alcoholic Beverage Control Board's regulations. It is our policy, therefore, that all liquor must be supplied by the Hotel and sold by the drink. The Hotel will purchase specific items requested from licensed vendors.

5. The Hotel, according to the guaranteed minimum number of people anticipated, assigns function rooms. Room rental fees are applicable, and additional set-up fees could be applied for room sets changed on the day of the event. The Hotel reserves the right to change groups to a room more suitable at the Hotel's discretion, if attendance decreases or increases.

TO (Client Name) (Main Group Name) Affiliates
ARRIVAL (Main Group Dates) 00/00/00 - 00/00/00
FAX (Client Fax #)
CURRENT DATE 00/00/00

CREDIT CARD AUTHORIZATION FORM FOR EXHIBIT HALL MENU ORDERS ONLY

I approve the credit card listed below to be used for payment on all charges from my event at Gaylord Opryland Resort & Convention Center or any entity owned by Gaylord Opryland.

A Deposit of 100% of the estimated amount will be applied to the card 3-5 days prior to the event and the balance at the end of the event. All charges will be applied to card prior to bill being mailed.

No Terms Given

Credit Card Information

Cardholder's Name			
Company Name			
Card Number		Expiration Date	
Signature		Date	
Card has daily limit restrictions?	yes	no	Amount: \$ (if yes checked)
Card has transaction limit restrictions?	yes	no	Amount: \$ (if yes checked)

Please provide tax exempt forms if applicable. Tax exempt must be federal form 501(c)(3) or Tennessee tax exempt form. In order to comply with government policies, the Hotel must receive a copy of one of the above mentioned forms, and payment must be from the tax exempt organization. Taxes will be charged if no form is received and/or the credit card does not have matching company name on it.

Also, please provide front and back copy of your credit card and fax/email back to:

Fax: (615) 458-6942
Email: OprylandExhibitorCatering@GaylordHotels.com





Exhibit Hall Services

Safety/Security Booth Order Form

Please fax or mail to:
 Attn: Exhibit Hall Operations
 Gaylord Opryland Resort & Convention Center
 2800 Opryland Drive Nashville, TN 37214
 (P) 615-458-6390 (F) 615-458-6094

Convention Name	Booth #	Dates Security Needed	
Company Name	(Onsite) Contact Name	Phone Number	
Address	City	State	Zip

* PLEASE COMPLETE & INCLUDE WITH YOUR ORDER FORM THE ATTACHED CREDIT CARD AUTHORIZATION FORM *

WORK SCHEDULE

Fill in the desired security schedule below

example	Date	Scheduled Hours	Total Hours
	10/10/2013	10:00am - 5:00pm	7

	# Hours	14 Day Adv. Price	#Hours	Regular Price	Total
Security Officer (4 hr. min)		\$35.00		\$45.00	
Supervisor (4 hr. min)		\$45.00		\$55.00	

Subtotal

TN Sales Tax 9.25%

Total

GAYLORD OPRYLAND SECURITY & SAFETY SERVICES HOURLY RATE STRUCTURE	
\$35	GAYLORD OPRYLAND STATE-CERTIFIED SECURITY OFFICER WITH 14-DAY ADVANCE NOTICE
\$45	GAYLORD OPRYLAND STATE-CERTIFIED SECURITY OFFICER WITHOUT NOTICE
\$45	GAYLORD OPRYLAND STATE-CERTIFIED SECURITY SUPERVISOR WITH 14-DAY ADVANCE NOTICE
\$55	GAYLORD OPRYLAND STATE-CERTIFIED SECURITY SUPERVISOR WITHOUT NOTICE

*Gaylord Opryland is the exclusive provider of all security and medical services within the hotel for Convention Service need. Outside security (non-Gaylord) may not be hired to work within Gaylord Opryland Resort & Convention Center without explicit written permission from the Vice President or Director of Convention Services authorizing approval. Armed security requests may be fulfilled by the Metro Nashville Police Department's Secondary Employment Unit or any state or federal law enforcement agency with prior hotel approval.

All conventions utilizing ballroom or exhibit hall meeting space within Gaylord Opryland must contract minimal security during their load-in and load-out for safety and security purposes. The minimum special event security required for any loading or unloading of materials on Gaylord Opryland property is no less than two officers per point of entry. Any exhibits in the Convention Center Exhibit Halls require a minimum of three officers during load-in and load-out. Security may be hired for a minimum of four hours per assignment in accordance with Gaylord Opryland labor policy.

A Security Supervisor shall be required any time there are five special event Security Officers requested concurrently. Gaylord Opryland Security Service pricing is subject to change. There is a \$10/hour surcharge for security requests not made with 14 advance notice. Security Service requests on federally recognized holidays are billed at a special rate of \$50/hour. If you have additional questions, please contact the Show Floor Manager or your Security Sales Coordinator.



Credit Card Authorization Form
Fax or Mail to: Gaylord Opryland Resort & Convention Center
Attn: Exhibit Hall Operations
2800 Opryland Drive Nashville, TN 37214
(P) 615-458-6390 (F) 615-458-6094

Convention Name	Convention Date(s)
Company Name	Booth Number
Contact Name	Contact Phone #

I, _____, the undersigned agree to give Gaylord Opryland Resort and Convention Center authorization to charge for Electrical Services (labor and materials), Compressed Air and Water/Drain to my credit card. Payment is accepted through Exhibit Hall Services in the form of VISA, MASTERCARD, AMERICAN EXPRESS or DISCOVER. Checks and cash are not accepted. Credit will not be given for services ordered and not used. Cancellations must occur 7 days prior to the installation of services. All disputes must be filed by the exhibitor with the Exhibit Hall Services Department prior to the close of the show.

Credit Card #	Expiration Date	
Name of Cardholder (print)	Cardholder's Signature	
Billing Address		
City	State	Zip Code
Telephone #	Fax #	
Email Address		

PAGE 1 of 2

COMPANY NAME _____

BOOTH # _____

PLEASE HAVE A DESIGNER STOP BY FOR SUGGESTIONS – Date: _____ Time: _____

ITEM	PREORDER PRICE	QTY	TOTAL
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EXAMPLES ONLY



\$65.00 & up



\$70.00 & up



\$75.00 & up



\$75.00 & up



\$90.00 & up

Seasonal Floral Arrangements

Exotic Floral Arrangement

Floral Arrangements 12 – 14" High 3-Sided _____ Round _____	65.00 & up		
Floral Arrangements 15 – 18" High 3-Sided _____ Round _____	70.00 & up		
Exotic Floral Arrangements 14" to 24" Colors: _____	75.00 & up		
Exotic Floral Arrangements Over 24" Colors: _____	90.00 & up		

Potted Flowers

EXAMPLES ONLY



Azaleas



Mums



Bromeliads



Kalanchoes

Mums: ☐ Yellow ☐ White ☐ Purple	\$25.00		
Azaleas: ☐ Red ☐ Pink ☐ White	\$35.00		
Bromeliads: ☐ Red ☐ Orange ☐ Purple	\$35.00		
Seasonal Flowering:	\$25.00		

Living Plants



Fern



Ivy



Pothos

Green Desk Top Plant	\$25.00		
Small Ivy/Pothos	\$25.00		
Large Fern/Ivy/Pothos	\$35.00		

ALL PLANTS ARE EXAMPLES ONLY



Spath



Arboricola



Croton



Ficus Bush



Janet Craig

2 – 3 Foot Green Plant	\$45.00		
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Page 2 of 2

Ficus Tree



Marginata



Palm



Bird of Paradise

4 Foot Green Plant

\$55.00



Ficus Tree



Marginata



Palm

5 Foot Green Plant

\$65.00



Ficus Tree



Palm

6 Foot Green Plant

\$75.00

7 – 8 Foot Green Plant

\$95.00

9 – 10 Foot Green Plant

Priced upon request

White Lights for Trees

\$15.00/each

Bowls for Business Cards

\$30.00

Complimentary Decorative Containers: Black ☐ White ☐

\$0.00

\$0.00

SPECIAL SERVICES AVAILABLE UPON REQUEST

GARDEN AREAS – FOUNTAINS- HOSPITALITY SUITES
 LUNCHEONS – BANQUETS – LET US HELP WITH ANY SPECIAL NEEDS
 ON SITE ORDERS SUBJECT TO AVAILABILITY

Sub-Total

Delivery Fee **\$ 10.00**Tax **9.25%****TOTAL DUE**

- ALL ORDERS MUST BE PAID IN FULL PRIOR TO CLOSE OF SHOW
- PRICES INCLUDE COMPLIMENTARY DECORATIVE CONTAINER, MAINTENANCE, INSTALLATION & REMOVAL
- RENTAL ITEMS MISSING UPON DISMANTLE ARE THE RESPONSIBILITY OF THE EXHIBITOR AND A FEE WILL BE CHARGED
- 25% CANCELLATION FEE FOR SPECIAL ORDERS CANCELLED 14 DAYS PRIOR TO SHOW OPEN
- ABOVE PRICES ARE VALID UP TO 14 DAYS PRIOR TO SHOW OPEN. **PLEASE ADD 10% IF ORDERING WITHIN 14 DAYS.**
- A \$35 MINIMUM DELIVERY FEE WILL BE ADDED IF PLANTS NEED TO BE DELIVERED ON AN EARLIER OR LATER DATE

EXHIBITOR NAME: _____

SHOW REP: _____

BILLING ADDRESS: _____

BOOTH #: _____

CITY, STATE, ZIP: _____

PHONE #: _____ FAX #: _____ E-MAIL: _____

CHECK #: _____ VISA / MC / DINERS / AMEX / DISCOVER CARD #: _____

EX. DATE _____ SEC CODE _____

AUTHORIZATION SIGNATURE: _____

PRINT NAME AS IT APPEARS ON THE CREDIT CARD: _____

Imaging USA

Gaylord Opryland Convention Center West, Hall C1 and C2
February 1 - 3, 2015

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